



Barstow Community College
**INSTRUCTIONAL
PROGRAM REVIEW**

(Refer to the [Program Review Handbook](#) when completing this form)

PROGRAM:

Academic Year: FULL PROGRAM REVIEW Date Submitted:

Academic Year: ANNUAL UPDATE #1 Date Submitted:

Academic Year: ANNUAL UPDATE #2 Date Submitted:

By:

Faculty Lead:

Members:

1. Mission and Vision
2. Description and Overview
3. Program Data
4. Curriculum
5. Internal Factors
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7. Continuing Education and Professional Development
8. Prior Goals and Objectives
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[Annual Update #1](#)

[Annual Update #2](#)

1. Program Mission and Vision

A. Program Mission

The Cosmetology Department continues to meet the needs of the community from which these students originate. A priority mission of the cosmetology department is to provide a comprehensive instructional program that prepares students to enter the cosmetology industry workforce with the highest degree of professionalism, confidence, skill proficiencies, and understanding of diversity.

The cosmetology program is synchronize with the college to develop strategies for success, in order, to bridge the skill gap between school and work. Our learners will acquire practicum skills and knowledge that prepares them to be productive participants in the global community. The cosmetology program strives to give students the finest training and experience available to prepare him or her to qualify to take the State Board of Cosmetology examination for licensure as cosmetologist.

Our program will continue to do what is best to improve and maintain the highest quality and standards for our student's educational success.

B. Program Vision (*Where would you like the Program to be three years from now?*)

Barstow Community College recognized as the jewel of the community; the cosmetology department viewed as an essential technical resource for the students and its community. Our vision and highest priority is to provide a learner-centered program that meets and exceeds the mandates of the State of California. Empowering students to achieve their personal best through excellence in education is the vision of Barstow Community College, and the Cosmetology Department.

C. Describe how mission and vision align with and contribute to the College's Mission and Vision

The Cosmetology Department has aligned its mission to be synonymous with Barstow Community College committed to providing students, community, and military population with the highest quality educational tools to achieve their personal goals, occupational aims, and professional growth. The Cosmetology program as to date, offers traditional courses and three pathways aimed to enrich student success, promote leadership, and career opportunities.

Upon completion of the State Board mandated hours, students may apply for licensing, but can pursue additional courses to complete educational goals; a Certificate of Achievement and/or Associate of Science, which allows them to strive in a changing global society. The Cosmetology program is committed to creating an exceptional teaching and learning environment that cultivates student success, embraces diversity, and prepares students for the 21st century workforce.

2. Program Description and Overview

Assume the reader does not know anything about the Program. Describe the Program, including—but not limited to—the following:

A. Organization, including staffing and structure

The cosmetology program introduces fundamentals of cosmetology practice. The concepts introduced include four core competencies, communication skills, critical-thinking, global awareness, professional role, standards of practice and performance in cosmetology. The cosmetology program goals are to serve the community as an affordable, learning-centered program committed to the development and delivery of innovative, successful learners prepared for the beauty industry.

There are three pathways to completion of the program: 1600 clock hours for licensing, Certificate of Achievement and Associate of Science degree.

Courses	1600 clock hours	Associate Degree	Certificate of Achievement	Units
COSM 50A, 50B, 50C, 51A, 51B, 51C, & 52	√			42
Natural Science		√		3
Social and Behavioral Science		√		3
Humanities		√		3
Activity		√		2-4
American Institutions		√		3
Communication		√		3
Computer Literacy		√	√	1
English		√	√	3
Mathematics		√	√	3-4
Orientation/Administration		√	√	3
1600 Clock hours for State licensing	42			42
Certificate of Achievement	42		12	54
Associate of Science	42	27		69

Employed are three full-time cosmetology faculty that provide professional experience in current cosmetology practices, and incorporates technology in the instruction of Cosmetology. In all seven cosmetology courses ranging from Beginning, Intermediate, and Advanced courses, learners develop theoretical and practical competencies that prepare them with employable skills. Learner's ages range from 18 to 60 coupled with diverse backgrounds and experiences, these elements will develop communities of learning and contributions to the field of cosmetology.

B. Who do you service (including demographics)?

The college serves the communities of Barstow, Lenwood, Newberry Springs, Daggett, Yermo, Hinkley, Ludlow, Baker, Victorville, Hesperia, Apple Valley, Phelan, Adelanto, and Big Bear. The college also provides on-site programs to military personnel at the U.S. Army National Training Center, Ft. Irwin and to distance education students through its large online program. **Population**

- The population in the immediate Barstow area is estimated to change from 30,563 to 31,237 resulting in a growth of 2.2 percent between the years 2014 to 2019.
- Over the same five year period, the population in the United States is estimated to grow by only 6 percent

2016 Population	5-Mile Radius	15-Mile Radius	20-Mile Radius
Total Population	30,563	35,987	38,153
Workforce (Ages 25-64)	48.32%	48.74%	48.84%
Civilian Employed (16+)	49%	46.04%	43.97%
Median Age	32.6	33.2	33.9

2014 Education Attainment

Total	Percent
Less than 9th Grade	7%
9th - 12th Grade, No Diploma	13%
High School Graduate	33%
Some College, No Degree	27%
Associate's Degree	9%
Bachelor's Degree	6%
Master's/Prof/Doctorate Degree	4%

Retrieved 9/22/2015 from: <http://www.barstowca.org/city-hall/city-departments/community-development/economic-development/demographics/population>

C. What kind of services does your unit provide?

Barstow Community College Cosmetology department has been providing client services on campus since 2007, when it relocated from an offsite facility. The department delivers an important twofold function: Giving students an opportunity for advanced training; and bringing students, faculty, and community members to the department, which allows students to demonstrate their expertise.

The community learns about the college, and can receive a myriad of services performed by aspiring cosmetologist, at an affordable price. Intermediate and Advanced level students who are nearing completion of course work get an opportunity to be exposed to real-life salon activity. Experiential learning prepares students for state licensing and the workforce.

D. How do you provide them?

According to Barbering and Cosmetology Regulations article 950.12.

Working on Paying Patrons: Students enrolled in a cosmetology program cannot work on patrons until he or she has completed training in the service being provided.

Client services are performed by Intermediate and Advanced level cosmetology students, these students have been train and completed their coursework with proficiency, which enables them to practice on the consumer. These students are nearing completion of course work get an opportunity to be exposed to the salon occupation.

E. Does the program have a degree or Certificate?

Course - Number & Title

COSM 50A BEGINNING COSMETOLOGY (6 units)

Introductory course pertaining to theory and practical application of rules and regulations, sanitation, professional image, bacteriology, hairstyling and fundamentals of various salon industry techniques.

COSM 50B BEGINNING COSMETOLOGY (6 units)

Introductory course pertaining to theory and practical application of rules and regulations, sanitation, haircutting, draping, shampooing, thermal styling, and hair augmentation.

PROGRAM REVIEW: Cosmetology AS and Certificate

COSM 50C BEGINNING COSMETOLOGY (6 units)

Introductory course pertaining to theory and practical application of rules and regulations, sanitation, chemical waving, curl-reforming, chemical relaxing, hair coloring, and highlighting.

COSM 51A INTERMEDIATE COSMETOLOGY (6 units)

Introductory course pertaining to theory and practical application of rules and regulations, sanitation, manicuring, pedicuring, nail wraps, tips, and acrylic enhancements.

COSM 51B INTERMEDIATE COSMETOLOGY (6 units)

Introductory course pertaining to theory and practical application of rules and regulations, sanitation, basic facial, makeup, eyelash application, and massage movements.

COSM 51C INTERMEDIATE COSMETOLOGY (6 units)

Introductory course pertaining to theory of salon management, soft skills, ethics, business laws and principles, interviewing, and preparing for the workplace.

COSM 52 ADVANCE COSMETOLOGY (6units)

This course reviews the Board of Cosmetology Performance Criteria and rules & regulations. This course encompasses all of the theoretical and practical competencies that are required to successfully pass licensing for the Board of Cosmetology.

- 1. Prerequisites - 90%
- 2. Co-requisites - 0%
- 3. Advisory- Applicable

The total units for completion of program is 42 units, Certificate of Achieve (12) and/or Associate Degree (27) are attainable with additional courses.

Courses	1600 clock hours	Associate Degree	Certificate of Achievement	Units
Cosmetology Program	√			42
Natural Science		√		3
Social and Behavioral Science		√		3
Humanities		√		3
Activity		√		2-4
American Institutions		√		3
Communication		√		3
Computer Literacy		√	√	1
English		√	√	3
Mathematics		√	√	3-4
Orientation/Administration		√	√	3
Cosmetology Requirements				
1600 Clock hours for State Licensing	42			42
Associate Degree	42	27		69
Certificate of Achievement	42		12	54

3. Program Data

A. PERFORMANCE DATA

Discuss the program's performance on the specific data items listed below:

1) Full-time/Part-Time Faculty Ratio

There are three full-time faculty assigned to the program. The data below specifies the completion, success/retention, WSCH/FTEF and fill rate. There are no online courses given presently, all courses are traditional. A drop in enrollment has led to reduction in staffing. In order to increase enrollment and student retention each semester, a two year plan has been establish. Therefore, offering Beginning Cosmetology 50A once a semester will elevate student enrollment and not saturate the program with low class enrollment. The two-year plan has had a positive impact on enrollment, classroom sizes have increased by 50%. The results of the two-year plan avoids under-enrolled courses, thus, greater enrollment each sequence of the program.

2) Course Completion Rate

Full-time

TRADITIONAL		ONLINE
CRN	Course Title	
20499	COSM 50A	Not Applicable
20550	COSM 50A	
40634	COSM 50A	
20575	COSM 50B	
20532	COSM 50B	
40638	COSM 50B	
20531	COSM 50C	
40635	COSM 50C	
20504	COSM 51A	
40639	COSM 51A	
20551	COSM 51B	
40420	COSM 51B	
40636	COSM 51B	
20505	COSM 51C	
40409	COSM 51C	
40640	COSM 51C	
20502	COSM 52	
40411	COSM 52	
40637	COSM 52	
85%		

3) Course Success/Retention Rate

Full-time

CRN	Course Title	
20499	COSM 50A	Not Applicable
20550	COSM 50A	
20575	COSM 50B	
20532	COSM 50B	
20531	COSM 50C	

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	40635	COSM 50C	
	20504	COSM 51A	
	40639	COSM 51A	
	20551	COSM 51B	
	40420	COSM 51B	
	40636	COSM 51B	
	20505	COSM 51C	
	40409	COSM 51C	
	40640	COSM 51C	
	20502	COSM 52	
	40411	COSM 52	
	40637	COSM 52	
		.81%	
Part-time	CRN	Course Title	
	40634	COSM 50A	
	40638	COSM 50B	
		1.75%	

4) WSCH/FTEF Ratio

	CRN	Course Title	Not Applicable
	20499	COSM 50A	
	20550	COSM 50A	
	20575	COSM 50B	
	20532	COSM 50B	
	20531	COSM 50C	
	40635	COSM 50C	
	20504	COSM 51A	
	40639	COSM 51A	
Full-time:	20551	COSM 51B	
	40420	COSM 51B	
	40636	COSM 51B	
	20505	COSM 51C	
	40409	COSM 51C	
	40640	COSM 51C	
	20502	COSM 52	
	40411	COSM 52	
	40637	COSM 52	
		7.52%	

	CRN	Course Title	Not Applicable
Part-time:	40634	COSM 50A	
	40638	COSM 50B	
		0.11%	

5) Fill Rate

Full-Time:	CRN	Course Title	20575 COSM 50B
	20499	COSM 50A	
	20550	COSM 50A	

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Not Applicable

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20532	COSM 50B	
20531	COSM 50C	
40635	COSM 50C	
20504	COSM 51A	
40639	COSM 51A	
20551	COSM 51B	
40420	COSM 51B	
40636	COSM 51B	
20505	COSM 51C	
40409	COSM 51C	
40640	COSM 51C	
20502	COSM 52	
40411	COSM 52	
40637	COSM 52	
		.49%
CRN	Course Title	
Part-time: 40634	COSM 50A	
40638	COSM 50B	
		.27%

Reflect on the data above:

This data above is a collection of entries prepared by the Research Department for the Program Review. The data does not convey the same information submitted to the SLOAC coordinator, it is not synonymous with the reported data. The data collected is summarized in the course-level outcomes and assessments section below #3.

B. PROGRESS ON PROGRAM LEVEL OUTCOMES (PLOS) AND STUDENT LEARNING OUTCOMES (SLOS)

1) List your Program Level Outcomes (PLOS).

Upon completion of the Cosmetology Program, the student will be able to do the following:

1. Demonstrate proficiency in State Board regulation in sanitation and safety; perform appropriate cosmetology procedures with emphasis in all aspects of hair, skin, and nails.
2. Demonstrate logic and critical thinking when presented with difficult situations such as color correction, customer service, handling difficult clients and/or **contraindications**.
3. Demonstrate a commitment to their education and understanding the value of advancement of education; students will assess by participation level.
4. Enter the job market with clear knowledge of current trends, standard, and technology.

Commented [SE1]: This is not a word!

2) Summarize the progress you have made on Program Level Outcomes.

PLO#1 -The cosmetology faculty have focused on the organization and development of an effective cosmetology program. The outcomes have been reported by the Board of Barbering and Cosmetology pass and fail rates results by schools on the http://www.barbercosmo.ca.gov/schools/schls_rslts.shtml. The cosmetology program has an 85% pass rate.

PLO#2- Within the Barstow community competent licensed cosmetologist are gainfully employed demonstrating critical thinking, keen customer service skills, and diplomacy with the consumer.

PLO#3- The cosmetology department has acknowledged and recorded the program learning outcomes within the framework of the program review for the certificate and degree levels. We have completed four cycles of the assessment process for Program Level Outcomes. All cosmetology courses have identified their Student Learning Outcomes along with assessment methods.

PLO#4- The desired outcomes for the cosmetology program are licensed cosmetology professionals and establishing a learning environment that encourages advancing educational goals to pursue certificates and degrees, which is critical to meet the challenges of the 21st century workforce.

Commented [SE2]: PLO #2 states demonstration of logic and critical thinking in improving customer serviced and customer relations. Your response here is that BCC students are working in the area demonstrating these skills. How many?

Commented [SE3]: I don't understand how this has anything to do with PLO #3. If I understand #3 it says that students will demonstrate a commitment to their education. How do you measure that? What did SLOAC say about this PLO?

3) Summarize the progress made on course-level outcomes and assessments; use specific data, if possible.

Commented [SE4]: Like the response above, I don't understand how this response has anything to do with #4. How do you measure whether a student enters the job market with clear knowledge of current trends, standards, and technology? How many of your students entered the job market with these skills? What did SLOAC say about this PLO?

The Barstow Community College SLOAC group developed a process to report course-level student learning outcomes assessment information. Upon completion of each course the submission of results is summarize and reported to give an overview of measuring student success and retention in the course.

Commented [SE5]: Excellent information

Beginning Cosmetology 50A

1. Perform the Board of Barbering and Cosmetology approved customer safety and general disinfection/sanitation procedures in the workplace.
2. Practice effective communication skills, professional appearance, and proper grooming
3. Perform basic manipulative skills in the subject of hairstyling and shaping.

CRN	Year	Student Success rate	Student Retention rate	SLOs
20499	2014	100%	100%	1,2,&3
20550	2014	85%	100%	1,2,&3
40634	2015	82%	82%	1,2,&3

Assessment methods are quizzes, flashcards, and student engagement contributed to 100% student success.

Beginning Cosmetology 50B

1. Student will demonstrate sufficient proficiency of cosmetology technical operations, manipulative and fundamental skills of haircutting to pass the State of California cosmetology licensing examination.
2. Student will demonstrate sufficient knowledge and competency in understanding hair analysis, hair structure, hair texture, proper shampooing, and different types of hair loss and causes.
3. Student will be able to communicate factors relevant in a client consultation.

CRN	Year	Student Success rate	Student Retention rate	SLOs
20574	2014	90%	84%	1,2,&3
20532	2014	89%	96%	1,2,&3
40638	2015	81%	100%	1,2,&3

Commented [SE6]: Excellent.

Beginning Cosmetology 50C

1. Student will demonstrate sufficient knowledge and competency in chemical services, chemistry of products, and selection of products to pass the State of California cosmetology licensing examination.
2. Students will analyze and interpret hair coloring procedures according to the client's need. Students will demonstrate proficiency in hair color and procedure as outline from the Board of Barbering in Cosmetology Performance Criteria for licensing.
3. Students will successfully determine their client's hair coloring needs using salon terminology, and communicating with diplomacy customer service skills.

CRN	Year	Student Success rate	Student Retention rate	SLOs
20531	2014	100%	100%	1,2,&3
40635	2015	96%	100%	1,2,&3

Intermediate Cosmetology 51A

1. Students will demonstrate the ability to render nail services in a safe environment, including identifying structure and composition of nail and growth cycle.
2. Students will demonstrate knowledge of a manicure table preparation, basic manicure, pedicure, hand arm, foot and leg massage displaying proficiency in the procedures as outline from the Board of Barbering and Cosmetology Performance Criteria for licensing.
3. Students will illustrate and understanding and competency in acrylic (Methacrylate) nail application.

CRN	Year	Student Success rate	Student Retention rate	SLOs
20504	2014	82%	100%	1,2,&3
40639	2015	92%	100%	1,2,&3

Intermediate Cosmetology 51B

1. Students will identify the structure, composition of skin, and function of skin. The student will demonstrate the ability to provide skin care services in a safe environment and take measures to use universal precautions to prevent the spread of disease.
2. Students will identify various types of hair removal methods, cosmetics uses, products for facials, massage manipulations and their effects; define and demonstrate skin care terminology/procedures.
3. Students will orally explain the components involved in client consultation.

CRN	Year	Student Success rate	Student Retention rate	SLOs
20551	2014	100%	100%	1,2,&3
40420	2014	75%	100%	1,2,&3
40636	2015	100%	100%	1,2,&3

Intermediate Cosmetology 51C

1. Students will demonstrate sufficient proficiency of cosmetology technical operations, manipulative and analytical skills in developing an operating a salon business.
2. Students will dramatize interviewing techniques to complete an effective interview in preparing for employment, resume development, and demonstrate an understanding of the necessary skills needed for professional development in the workforce.
3. Students will be able to communicate how to build and expand the client base.

CRN	Year	Student Success rate	Student Retention rate	SLOs
20505	2014	100%	100%	1,2,&3
40409	2014	100%	100%	1,2,&3
40640	2015	100%	100%	1,2,&3

Advanced Cosmetology 52

1. Upon successful completion of this course students will have achieved sufficient proficiency of cosmetology operations to pass the board of our renew cosmetology licensing state examination.
2. Upon completion of this course student will have knowledge of cosmetology theoretical principles, rules & regulations, and Performance Criteria to pass a Board of Barbering and Cosmetology licensing state examination.
3. Upon completion of this course students will have learned theory, manipulative and analytical skills to obtain receipt of licensure, thus, employment in entry-level positions in cosmetology or a related career field.

CRN	Year	Student Success rate	Student Retention rate	SLOs
20502	2014	75%	100%	1,2,&3
40411	2014	100%	80%	1,2,&3
40637	2015	100%	100%	1,2,&3

4) Describe any program, course, and/or instructional changes made by your program as a result of the outcomes assessment process.

Commented [SE7]: This is very good.

The Board of Barbering and Cosmetology began administering the National-Interstate Council of State Boards of Cosmetology, Inc., (NIC) practical examination in October 2011. With these new changes, new rubrics reflect the new requirements. Instructors use techniques moving students in the direction of embracing positive learning outcomes and shared learning goals. All instructors comply with the same method of assessment instruments; therefore, uniformity exists without confusing the learner. The presence of varying degree of practicum in cosmetology performance assessments, illustrate factual Cosmetology State Board examinations. The rubrics used in student assessments have proven to be successful and illustrate a replication of the Cosmetology State Board examinations.

5) Reflecting on the responses for #2 and #3 above, what will you implement for the next assessment cycle?

Achievement assessment at the end of instruction for the purpose of certifying mastery of cosmetology practical application will continue to be part of the assessment cycle. Assessment outcomes can be used as tools for increasing student retention because the likelihood for students to remain in the course is

greater if the instructor provides reinforced practice in the skills that need to be develop. When students reflect on learned skills, it promotes the process of transformative learning, and targets learned skills along with self-confidence.

C. SUPPORTING ASSESSMENT DATA (See Handbook for additional information)

1) Provide a list of any additional measures (not included in 3.A.) that you have chosen to gauge your program's effectiveness (e.g.: transfers, degrees, certificates, satisfaction, student contacts, student headcount, Perkin's data, etc.).

Barstow Community College advertises Career and Technical programs and academic courses through circular booklets authored by the Director of Public Relations. *Career Focus* periodical is distributed throughout the Barstow community to publicize the numerous programs offered at the college. Students can earn a Certificate, Associate Degree(s), or transfer to a four year College or University. Cosmetology has three pathways to success, 1600 clock hours for licensing, Certificate of Achievement, and Associate Degree. Students are advised to enroll in general education requirement course applicable to complete degrees.

In May 2015, six Associate Degrees in Cosmetology where awarded, and three Certificates of Achievements. All students receiving these awards have obtained cosmetology licensing. The California Board of Cosmetology examination results display , seventy-five percent of Barstow's graduates of the Cosmetology program have acquired licensing since 2013 (<http://www.barbercosmo.ca.gov/>).

Commented [SE8]: This is good information but doesn't need to go here. It doesn't refer to "additional measures."

1a) If this is a CTE program ending with a certificate or degree, include data on employment opportunities, compliance with advisory recommendations, and fiscal viability of program. (Include labor market and demand information using resources in CTE and the PR Handbook.)

Overall employment of barbers, hairdressers, and cosmetologists is projected to grow 13 percent from 2012 to 2022, about as fast as the average for all occupations. Employment of hairdressers, hairstylists, and cosmetologists is projected to grow 13 percent from 2012 to 2022, about as fast as the average for all occupations. Demand for hair coloring, hair straightening, and other advanced hair treatments has risen in recent years, a trend that is expected to continue over the coming decade. <http://www.bls.gov/ooh/personal-care-and-service/barbers-hairdressers-and-cosmetologists.htm#tab-6>

SOURCE: U.S. Bureau of Labor Statistics, Employment Projections program

Employment projections data for skincare specialists, 2012-22						
Occupational Title	SOC Code	Employment, 2012	Projected Employment, 2022	Change, 2012-22		Employment by Industry
				Percent	Numeric	
Bureau of Labor Statistics, U.S. Department of Labor, <i>Occupational Outlook Handbook, 2014-15 Edition</i> , Skincare Specialists, on the Internet at http://www.bls.gov/ooh/personal-care-and-service/skincare-specialists.htm (visited September 05, 2015).						
Skincare specialists	39-5094	44,400	62,000	40	17,700	

Employment projections data for barbers, hairdressers, and cosmetologists, 2012-22						
Occupational Title	SOC Code	Employment, 2012	Projected Employment, 2022	Change, 2012-22		Employment by Industry
				Percent	Numeric	
Bureau of Labor Statistics, U.S. Department of Labor, <i>Occupational Outlook Handbook, 2014-15 Edition</i> , Barbers, Hairdressers, and Cosmetologists, on the Internet at http://www.bls.gov/ooh/personal-care-and-service/barbers-hairdressers-and-cosmetologists.htm (visited September 21, 2015).						
Barbers, hairdressers, hairstylists and cosmetologists	39-5010	663,300	746,600	13	83,300	[XLS]
Barbers	39-5011	52,100	57,900	11	5,800	[XLS]
Hairdressers, hairstylists, and cosmetologists	39-5012	611,200	688,700	13	77,600	[XLS]

2) Summarize the results of the measures listed in #1 above:

After completion of the Master Content of Cosmetology, the proficiencies of the cosmetology students are reflected in their obtaining cosmetology licensing. Since October 1, 2013 to September 31, 2016 fifty-six students have received cosmetology licensing.

3) What did you learn from your evaluation of these measures, and what improvements have you implemented, or do you *plan** to implement, as a result of your analysis of these measures? (*List any resources required for planned implementation in #10: Resources.)

Student practical operations and assessments are a key element in measuring cosmetology competencies because it provides the opportunity to observe learners skills and validates what the student is learning in their coursework. Assessing skills and knowledge of course content by the application of formative and summative processes is vital.

As an educator, the overall objective is to incorporate teaching strategies that promotes successful student learning outcomes. The general program goal is to format a learning environment that encourages student-centered classrooms. When students are introduced a learning activity, it is the expectation facilitator for the student to skillfully master the competencies mandated for the profession.

Continuity reduces student anxiety; it is important that instructors are synonymous with coursework expectations and provide concrete foundation for students. Using rubrics and assignments for the courses within the framework of the designated textbook standardizes the delivery of course content for all faculty teaching the coursework.

D. TWO YEAR SCHEDULING PLAN

1) What is the program's Two-Year Scheduling Plan?

Offering Beginning Cosmetology 50A course once a semester will provide higher enrollment throughout the two-year cycle for the cosmetology program. The two-year cosmetology plan proposes measures to avoid excessive numbers of under-enrolled courses.

COSMETOLOGY TWO YEAR SCHEDULE

<table border="1"> <thead> <tr> <th colspan="2">Fall Semester</th> <th colspan="2">Spring Semester</th> </tr> <tr> <th>First 9 weeks</th> <th>Second 9 weeks</th> <th>First 9 weeks</th> <th>Second 9 weeks</th> </tr> </thead> <tbody> <tr> <td>50A</td> <td></td> <td>50A</td> <td></td> </tr> <tr> <td></td> <td>50B</td> <td></td> <td>50B</td> </tr> <tr> <td>50C</td> <td></td> <td>50C</td> <td></td> </tr> <tr> <td></td> <td>51A</td> <td></td> <td>51A</td> </tr> <tr> <td>51B</td> <td></td> <td>51B</td> <td></td> </tr> <tr> <td></td> <td>51C</td> <td></td> <td>51C</td> </tr> <tr> <td>52</td> <td></td> <td>52</td> <td></td> </tr> </tbody> </table>	Fall Semester		Spring Semester		First 9 weeks	Second 9 weeks	First 9 weeks	Second 9 weeks	50A		50A			50B		50B	50C		50C			51A		51A	51B		51B			51C		51C	52		52		
Fall Semester		Spring Semester																																			
First 9 weeks	Second 9 weeks	First 9 weeks	Second 9 weeks																																		
50A		50A																																			
	50B		50B																																		
50C		50C																																			
	51A		51A																																		
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<table border="1"> <thead> <tr> <th colspan="2">Fall Semester</th> <th colspan="2">Spring Semester</th> </tr> <tr> <th>First 9 weeks</th> <th>Second 9 weeks</th> <th>First 9 weeks</th> <th>Second 9 weeks</th> </tr> </thead> <tbody> <tr> <td>50A</td> <td></td> <td>50A</td> <td></td> </tr> <tr> <td></td> <td>50B</td> <td></td> <td>50B</td> </tr> <tr> <td>50C</td> <td></td> <td>50C</td> <td></td> </tr> <tr> <td></td> <td>51A</td> <td></td> <td>51A</td> </tr> <tr> <td>51B</td> <td></td> <td>51B</td> <td></td> </tr> <tr> <td></td> <td>51C</td> <td></td> <td>51C</td> </tr> <tr> <td>52</td> <td></td> <td>52</td> <td></td> </tr> </tbody> </table>	Fall Semester		Spring Semester		First 9 weeks	Second 9 weeks	First 9 weeks	Second 9 weeks	50A		50A			50B		50B	50C		50C			51A		51A	51B		51B			51C		51C	52		52		
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2) What changes, if any, have been made since the last Program Review?

There are no significant changes to be noted from the last Program Review updates submitted October 2014. The cosmetology program has implemented their Two-Year Plan, which has improved student enrollment and staffing effectiveness. The only notable change in the program are lecture and lab hours to ensure completion within the scheduled two-year plan.

3) How effective has the Two-Year Scheduling Plan been in meeting student needs and educational goals? If this is a degree or certificate pathway, can students complete in two years?

The Two-Year Plan guides the department's most important priorities and goals; student success and the allocation of resources. As the student population increases, the allocation of additional adjuncts will become more functional, presently there are three full-time faculty.

The principal goal of the cosmetology program is to lead students through a sequence of courses that prepares the student for cosmetology careers. The two-year plan coursework is sequenced to train each student in safety, sanitation, state laws, rules and regulations, chemistry, anatomy, physiology, skin, hair, nail diseases, nail disorders, hair treatments, hair shaping, hair styling, hair lightening, salon management, interpersonal relations development, computer skills, employability skills, and work ethics.

There are three pathways to complete the program: 1600 clock hours for licensing, Certificate of Achievement, and Associate Degree. Upon completion of 1600 clock hours, student are eligible to obtain licensing through examination, which provides opportunities to enter the workforce. Certificate of Achievement and Associate Degree are attainable with additional general education requirement courses.

4) Reflecting on the responses above, what are the goals for the next program review cycle?

The faculty will continue to participate in ongoing systematic efforts to increase awards achievement to enhance student success. According to the Program Review Data 2014-2015; (6) Associate Degrees and (5) Certificate of Achievement were issued. Current plans are to increase certificates and degrees by 100% the next program review cycle.

The Cosmetology program is performance-oriented, based on a theoretical and practical application of instruction. Students must complete 1600 clock hours along with all required academic courses and laboratory operations. Focusing on the cosmetology student's ability to perform specific job-related assignments has been central, but needed attention in advancing educational levels should be considered. Instruction of the course of study is based on realistic salon situations and work problems. Promoting a substantive goal to achieve higher levels of education surpassing the completion of the 1600 clock hours is vital.

4 Curriculum

A. List any new courses or program changes since the last program review. Be sure to include if any new courses have approved prerequisites or co-requisites.

There are no changes in curriculum since the last program review update. The changes effected will be lecture and lab hours, the increase hours ensures completion of required clock hours within the two-year plan.

B. Verify currency of curriculum: Other than above, what changes have been made in the curriculum since the last full program review? (*Updates, delivery mode changes, archives, deletions, revisions, etc.*)

The cosmetology curriculum is in compliance with Curriculum Committee standards and approved by the State of California Board of Barbering and Cosmetology. The textbook presently in use, Milady Standard Cosmetology (2012), and approved by the Board of Barbering and Cosmetology.

1) CURRICULUM CURRENCY: Verify that all Transfer Level Courses are current and aligned for transfer. (May require reviewing ASSIST or meeting with Articulation Officer.)

The Cosmetology Program courses are not transfer level courses.

2) CURRICULUM DEVELOPMENT: Verify that all textbooks on Course Outlines of Record (COR) are up to date. Normally, textbook editions should be within five years for articulation. (Contact Articulation Officer for additional information.)

Upon examining the Course Outline of Records, there are two courses that didn't reflect currency of textbook; textbooks are in use for COSM 51A and COSM 51C. The outline was update through (BCC's Curricunet) <http://www.curricunet.com/barstow/index.cfm> the status is pending. All textbooks on Cosmetology's Course Outline of Records are up to date.

C. List any courses not in full compliance with appropriate guidelines, including ASSIST, C-ID, Curriculum Committee, prerequisite validation, etc. (NOTE: Any courses that have not been updated in the past six years may not be in compliance. See Curriculum Manual or Articulation Officer for additional information, if necessary.)

All cosmetology course are in full compliance of Curriculum Committee guidelines.

D. Curriculum Development: What is the plan for maintaining the currency and viability of your curriculum (*including all modes of delivery*)?

As a matter of good practice and in alignment with the State of California Board of Barbering and Cosmetology standards, cosmetology faculty participates in ongoing professional development in cosmetology skills. Tradeshows, workshops, Board of Cosmetology regional meeting are a few components assisting in maintaining currency and viability of curriculum.

The methods of delivery continue to be lecture and practicum application. Additionally, engagement with students in the use of electronic boards (Moodle), interactive video for simulations can help to address such concerns as diverse population needs, uniformity in curriculum, lifelong learning and retraining experiences.

5. Internal Factors *(see Handbook for additional information)*

A. Strengths: *Current aspects of the program or department that serve it and its future well. These aspects include what it does well, what it's known for, what it takes pride in, and so forth. Strengths represent competencies or characteristics that the department or program may wish to enhance or preserve actively, even aggressively.*

Program Review Evaluation Feedback from November 2014

The Program Review evaluation committee conducted by Joann Garcia and Kyri Freeman revealed the following strengths from our program review:

- Comprehensive evaluation of strengths
- Comprehensive evaluation of weaknesses
- Extensive evaluation of progress since last evaluation Scored: 4

The program has revamped the beginning enrollment to only occur once in the Fall and Spring, which allows greater enrollment numbers. The program recognizes to retain student enrollment it must address changing expectations associated with the quality of the learning experience. The program continues to engage in the traditional approach of learning, because experiential learning in the cosmetology trade is essential to prepare the cosmetology learners for the 21st century work environment. The cosmetology department is proactive in teaching with current industry trends and standards as the measurement for student success.

The reputation of the program has been noted in the college's *Career Focus* periodical, which reaches the high desert residents giving them information about the education and services offered at their community college. The cosmetology program continues to adapt to the ongoing changes of the State Board of Barbering and Cosmetology, to ensure student success. Representation of student success is incorporating former students as guest speakers who are currently working in the industry, contributes to the enrichment of the curriculum. Students have an opportunity to engage with former students and share their educational experience.

The data collected from the Board of Barbering and Cosmetology examination results by schools reflect from October 2013 through March 2015 show 40 candidates successfully passing the written and practical examinations obtaining their licensing.

Weaknesses: *The program or department's internal vulnerabilities. These are areas that, if not addressed, could become liabilities, or could contribute to an erosion of the department's capacities and future growth. They represent*

B. *areas where the organization needs to improve if it is to be successful for the long term.*

Barstow Community College needs to develop a marketing strategy to showcase the various programs offered at the college. The college is participating in direct-marketing by sending periodicals *Career Focus* to advertise the college's program, but development of additional strategies are necessary. Often, customers arrive at the program for services and state, "I didn't know there is a cosmetology program here". The program can improve the dialogue between the high desert communities to inform them of the various programs offered at the institution.

Commented [SE9]: This area is for a weakness of your department – but it sounds as if you are saying that it is a weakness of the College. If it's a weakness of the department, the I always expect to see a goal and action steps to eliminate the weakness. Also, is this the only weakness? Everything else is great?

6. External Factors *(see Handbook for additional information)*

A. **Opportunities:** *Current trends and events occurring outside the department that, if taken advantage of, are likely to have a positive effect on its long-term success. Examples may include: realistic training opportunities; industry trends; revenue-generation opportunities; development of new tools or technology to help manage workload.*

Commented [SE10]: What you have listed below is an opportunity for students – which is great information HOWEVER this area is for the department to explore opportunities to improve their program. Are their things out there that the department might take advantage of to make things better?

Hairdressers, Hairstylists, and Cosmetologists (SOC Code : 39-5012) in California

Provide beauty services, such as shampooing, cutting, coloring, and styling hair, and massaging and treating scalp. May also apply makeup, dress wigs, perform hair removal, and provide nail and skin care services.

Employers are usually looking for candidates with Post-secondary vocational training.

Occupational Wages [Top]

Area	Year	Period	Hourly Mean	Hourly by Percentile		
				25th	Median	75th
California	2015	1st Qtr.	\$13.58	\$9.26	\$11.00	\$15.09

[View Wages for All Areas](#) [About Wages](#)

Occupational Projections of Employment (also called "Outlook" or "Demand") [Top]

Area	Estimated Year-Projected Year	Employment		Employment Change		Annual Average Openings
		Estimated	Projected	Number	Percent	
California	2012 - 2022	40,400	48,500	8,100	20.0	1,750

The median salary for a cosmetologist is around \$10.82 per hour. The years of experience that you have and the number of clients that you have are two of the key factors that determine your annual salary. Plus cosmetologists are open to making tips.

The Career and Technical Education department has designated numerous Saturday of specific months commencing the Fall 2015 semester, as training for professional development for full-time and adjunct faculty. These activities consists of engaging staff in the college vision, values, goals, specific policies and procedures, which comprises the overall guidelines and direction for Barstow Community College.

In addition, the college has selected the first Tuesday of each month as All-College meetings designed for staff collaboration to raise student achievement, promote the college and enhance career readiness. All-College meetings encourages current and future directions in curriculum, instructional methodology, technology, student services, and professional growth.

All-Division and Best Practice meetings are scheduled monthly from August 2016 -May 2017. The meetings are designed to collectively disseminate and communicate the mission and master plan of the college through collaboration of faculty and administration. Stimulating useful ideas to improve the Institutional Effectiveness, creating a sense of oneness, motivating each other and reinforcing the goal of the organization.

Cosmetology faculty participate in committees ranging from:

- Student Success Committee
- President's Shared Governance Committee
- Curriculum Committee
- Safety Committee
- Academic Senate
- SLO Committee
- Program Review Committee
- Cosmetology Club Advisors

B. How did this benefit your department and the College?

Barstow Community College Cosmetology Program has been providing an important dual function: Giving students an opportunity to acquire a lucrative training in cosmetology careers; and bringing community members onto the campus, where they learn about the college and receive an affordable, quality service.

C. What are the plans for continuing education and/or professional development in the upcoming cycle?

The Career and Technical Education department will continue with their scheduled workshops in 2016 and 2017 the first Saturday of the month in December 2015, March and May 2016; as training for professional development for full-time and adjunct faculty. All-College Division and Best Practice meetings will continue meeting from August 2015 -May 2016. The cosmetology department will continue to provide collaborative opportunities to enhance the goals of the department, and aspire learners to pursue their educational goals successfully.

Faculty will participate in selected conferences designated by the Dean of Workforce and Development. Cosmetology faculty stay current on industry trends by membership of The Professional Beauty Association, Association of Cosmetology Salon Professionals, International Salon Spa Business Network, and National Accrediting Commission of Career Arts & Sciences.

8. Prior Goals/Objectives

- Briefly summarize the progress your program has made in meeting the goals and objectives identified in the most recent Program Review or Annual Update. *(Include measurements of progress or assessment methods.)*
- If the program does not have prior goals and objectives, please explain.

The most recent Program Review update for the Cosmetology Program was submitted in October 2014.

Goal 1: Provide learning programs and an environment that ensure student success

Objectives

- 1.1 The Cosmetology Program continues to expand and/or revise the curriculum to meet the dynamic needs of students and community. Trends in the field of cosmetology are constantly reviewed and curriculum is updated and revised as changes occur. Student Learning Outcomes are underscored through practicum application to ensure competencies meet the mandates of the State licensing agency.
- 1.2 The Cosmetology Department at Barstow continues to build a reputable score card for students to successfully passing the California Board of Barbering and Cosmetology licensing examination. The passing rate for Barstow's Cosmetology Program students are over 75% from October 2013 to the present.

Goal 2: Actively support and promote local economic growth and community development.

Objectives

- 2.1 Faculty remains committed to the educational and training needs of the community. The Fall 2015 issue of *Career Focus*, Barstow College's publication summarizes the various programs offered at the College. Cosmetology faculty participate in community outreach to recruit at High School and Middle School for prospective students.
- 2.2 Through the expertise of talented faculty, students maintain currency in course curriculum and beauty trends.
- 2.3 The Cosmetology Department is committed to providing quality education for all students regardless of level of academic preparation, socio-economic status, cultural, religious, or ethnic background, or disability.

Goal 3: Promote CTE programs that meet educational and training needs of local employers

Objectives

- 3.1 Actively support an Advisory Board Committee with members consisting of salon owners, former graduates, full and part time faculty with diverse range of industry skills.
- 3.2 Continue to encourage and promote professional knowledge, and expertise to keep the program in tune with the needs of employers in the beauty industry. An element of the Cosmetology Program is to teach students how to think effectively. As the student completes the master content of the program, the student learns analyzing, critical thinking, communication and synthesizing.
- 3.3 Determine the effectiveness of CTE education and training provided. A cosmetology education will provide students with knowledge and skills that will enable them to earn a lucrative earning and contribute to society's production.
- 3.4 Provide career exploration opportunities to college and high school students.

Goals/Objectives/Actions (ACTION PLAN)

9.

- A. GOALS: Formulate Program Goals to maintain or enhance program strengths, or to address identified weaknesses.
- B. ALIGNMENT: Indicate how each Goal is aligned with the College's Strategic Priorities.
- C. OBJECTIVES: Define Objectives for reaching each Goal.
- D. ACTIONS/TASKS REQUIRED TO ACHIEVE OBJECTIVE: Create a coherent set of specific steps (Actions/Tasks) that must be taken to achieve each Objective.
- E. OUTCOMES: State intended Outcomes and list appropriate measures and assessment methods for each Outcome.
- F. ADDITIONAL INFORMATION: This area provides for the additional communication of information necessary to further "close the loop" on the goal or action plan, as it relates to Institutional Planning. This may include references to other institutional documents, such as governing or compliance documents (i.e. Board Policy, Administrative Procedures, Title V), institutional planning documents (i.e. Strategic Plan, Educational Master Plan, Facilities Plan, Technology Plan), or Board, Presidential, Supervisory or Departmental recommendations or goals, etc. *(See Handbook for additional examples.)*

Complete the following table with your Program's ACTION PLAN, which must include a minimum of 3 goals:

ACTION PLAN				
GOAL	ALIGNMENT WITH BCC STRATEGIC PRIORITIES	OBJECTIVE	ACTIONS/TASKS REQUIRED TO ACHIEVE OBJECTIVE	OUTCOMES, MEASURES, and ASSESSMENT
#1 Provide basic cosmetology knowledge and skills for students to successfully pass the California State Board of Barbering and Cosmetology licensure examination to enter into the workforce.	<p><i>List all that apply:</i></p> <p>Strategic Priority 1: Foster an innovative learning environment that respects diversity.</p> <p>Strategic Priority 4: Cultivate and enhance local partnerships.</p>	#1 Understand the importance of professionalism, critical thinking, and proficiency of skills in this diverse beauty industry.	Develop a community of professionalism and teamwork with our students catering to multiple learning styles through the use of lecture, lab and practical demonstrations.	Faculty are with students 27 hours per week, and dedicated to teaching the requirements for success in the industry. Cosmetology courses consists of assessment modules to reinforce relevancy of theoretical and practicum application. Industry business skills are harness by composition of cover letters, resumes, business plans, and career portfolios. These components engage all learners to be prepared to integrate into a diverse workforce.
		#2 Increase faculty and student diversity	Barstow Community College will continue to embrace a diverse student body and workforce.	The Barstow College District is committed to equal opportunity in educational programs, employment and all access to institutional programs and activities. The Barstow College District, and each individual who represents the District, shall provide access to its services, classes, and programs without regard to age, race, religion, creed, color, national origin, ancestry, disability, gender, marital status, or sexual orientation.
		#3 Encourage partnerships with beauty industry professionals to enhance the program.	Industry representatives are utilized as guest speakers, and students perform salon observations with faculty currently working in salons to <i>Shadow</i> .	The Cosmetology program hosts an annual Advisory Committee meeting held in the Spring semester with beauty industry professionals to brain storm the industry needs. Members provide support to specific teaching areas

ACTION PLAN						
GOAL		ALIGNMENT WITH BCC STRATEGIC PRIORITIES	OBJECTIVE	ACTIONS/TASKS REQUIRED TO ACHIEVE OBJECTIVE	OUTCOMES, MEASURES, and ASSESSMENT	
					to assist faculty in keeping the curriculum current with industry standards, technologies, and changes that are evolving within the beauty industry. The members have diverse experiences in the industry.	
	<i>Additional Information:</i>					
#2	Support students in the completion of the Associate degree and Certificate of Achievement in Cosmetology in addition to obtaining required mandates for cosmetology licensing.	<p><i>List all that apply:</i></p> <p>Strategic Priority 2: Provide students a successful college learning experience.</p> <p>Strategic Priority 3: Promote and support student engagement.</p>	#1	Develop and market Certificate of Achievement and Associate Degree in Cosmetology	Encourage students to take general education requirements in addition to program courses. Traditional courses can be taken after cosmetology course hours, online, and summer session.	Request counselor engagement to assist in preparation of Educational Plan for cosmetology students. The results can keep them on track with requirements to complete requirements for degrees/or certificates.
			#2	Provide remediation for under-prepared or learning disabled students to succeed in the cosmetology program.	Under-prepared students are encouraged to utilize instructor's office hours and tutorial services in the Learning Resource Center. Disabled students are referred to the appropriate department according to need.	The outcome consists of Barstow Community College's Special Programs and Services Department is dedicated to providing access and support services to students who are educationally disadvantaged by social, physical, or economic barriers.
			#3	Establish a multi-media library to support Cosmetology curriculum.	The department wants current media such as DVD's, on-line cosmetology examinations, and books.	Faculty will communicate to Librarian in the Barstow College Resource Center the possibility of stocking an assorted selection of current cosmetology resources.
	<i>Additional Information:</i>					

ACTION PLAN						
GOAL	ALIGNMENT WITH BCC STRATEGIC PRIORITIES	OBJECTIVE	ACTIONS/TASKS REQUIRED TO ACHIEVE OBJECTIVE	OUTCOMES, MEASURES, and ASSESSMENT		
#3	Continue with professional development with new instructional technology for faculty.	<i>List all that apply:</i> Strategic Priority 5: Attract, retain, and develop excellent employees	#1	Develop and participate in team building workshops to communicate collaboration among faculty.	Participate in Saturday workshops and engage in dialogue with faculty for feedback to enhance continuity and collaboration among faculty.	Cohesiveness of faculty transcends into the classroom that enhances positive learning.
			#2	Utilize social networking media to enhance visibility of Cosmetology Program.	Recently the College webpage was update to reflect a greater professional page. The Cosmetology program needs to enhance its sight to enhance prospective employees and students.	The opportunity to promote our exceptional staff requires improvement of cosmetology site. When linked in, The Board of Barbering and Cosmetology is displayed. The Cosmetology Department needs to showcase its department.
			#3	Develop a system to track employment of former graduates utilizing social media.	Technology services and support work to provide all of our campuses quality service for all of our technology needs. Presently the Dean of Workforce Development is putting a system in place to accurately track clock hours. Discussion is schedule to develop a system to track graduates.	The Cosmetology Club presently has a Facebook webpage that communicates with former graduates that are employed. There needs to be a system in place that allow greater accuracy in tracking.
	Additional Information:					

10. Resources Required

List all significant resources needed to achieve the objectives shown in the table above, including personnel, training, technology, information, equipment, supplies, and space. Every request for additional resources must support at least one objective.

Also list any resources required to implement planned improvements noted in 3.C.3)

IMPORTANT: A BUDGET ALLOCATION PROPOSAL must be completed and submitted for EACH new resource requested.

Goal #	Objective #	Resource Required	Estimated Cost	BAP Required? Yes or No	If No, indicate funding source

Annual Update #1

Academic Year:

**1. Progress on Program Level Outcomes (PLOs) and Student Learning Outcomes (SLOs)
(from #3B of full PR)**

A) List your Program Level Outcomes:

B) Summarize the progress you have made on Program Level Outcomes (PLOs):

C) Summarize the progress you have made on course level outcomes and assessments (SLOs):

D) Describe any program, course, and/or instructional changes made by your program as a result of the outcomes assessment process.

E) Reflecting on the responses for B) and C) above, what will you implement for the next assessment cycle?

2. GOALS AND OBJECTIVES (Taken From #9--Action Plan--of FULL Program Review)

GOAL	OBJECTIVE	ACTIONS/TASKS REQUIRED TO ACHIEVE OBJECTIVE	OUTCOMES, MEASURES, and ASSESSMENT
#1	#1		
	#2		
	#3		

Goal #1 Annual Update: (Assess progress made toward goal attainment)

GOAL		OBJECTIVE	ACTIONS/TASKS REQUIRED TO ACHIEVE OBJECTIVE	OUTCOMES, MEASURES, and ASSESSMENT
#2		#1		
		#2		
		#3		

Goal #2 Annual Update: (Assess progress made toward goal attainment)

GOAL		OBJECTIVE	ACTIONS/TASKS REQUIRED TO ACHIEVE OBJECTIVE	OUTCOMES, MEASURES, and ASSESSMENT
#3		#1		
		#2		
		#3		

Goal #3 Annual Update: (Assess progress made toward goal attainment)

3. Resources Required

List all significant resources needed to achieve the objectives shown in your action plan, including personnel, training, technology, information, equipment, supplies, and space. Every request for additional resources must support at least one objective.

Also list any resources required to implement planned improvements noted in 3.C.3)

IMPORTANT: A BUDGET ALLOCATION PROPOSAL must be completed and submitted for EACH new resource requested.

Goal #	Objective #	Resource Required	Estimated Cost	BAP Required? Yes or No	If No, indicate funding source

Annual Update #2

Academic Year:

**1. Progress on Program Level Outcomes (PLOs) and Student Learning Outcomes (SLOs)
(from #3B of full PR)**

A) List your Program Level Outcomes:

B) Summarize the progress you have made on Program Level Outcomes (PLOs):

C) Summarize the progress you have made on course level outcomes and assessments (SLOs):

D) Describe any program, course, and/or instructional changes made by your program as a result of the outcomes assessment process.

E) Reflecting on the responses for B) and C) above, what will you implement for the next assessment cycle?

2. GOALS AND OBJECTIVES (Taken From #9--Action Plan--of FULL Program Review)

GOAL	OBJECTIVE	ACTIONS/TASKS REQUIRED TO ACHIEVE OBJECTIVE	OUTCOMES, MEASURES, and ASSESSMENT
#1	#1		
	#2		
	#3		

Goal #1 Annual Update: (Assess progress made toward goal attainment)

GOAL	OBJECTIVE	ACTIONS/TASKS REQUIRED TO ACHIEVE OBJECTIVE	OUTCOMES, MEASURES, and ASSESSMENT
#2	#1		
	#2		
	#3		

Goal #2 Annual Update: (Assess progress made toward goal attainment)

GOAL	OBJECTIVE	ACTIONS/TASKS REQUIRED TO ACHIEVE OBJECTIVE	OUTCOMES, MEASURES, and ASSESSMENT
#3	#1		
	#2		
	#3		

Goal #3 Annual Update: (Assess progress made toward goal attainment)

3. Resources Required

List all significant resources needed to achieve the objectives shown in your action plan, including personnel, training, technology, information, equipment, supplies, and space. Every request for additional resources must support at least one objective.

Also list any resources required to implement planned improvements noted in 3.C.3)

IMPORTANT: A BUDGET ALLOCATION PROPOSAL must be completed and submitted for EACH new resource requested.

Goal #	Objective #	Resource Required	Estimated Cost	BAP Required? Yes or No	If No, indicate funding source