Instructional Program Review Template

What is an Instructional Program?

An Instructional Program or program of study is comprised of selected courses that lead to a degree or certificate. We have several types of instructional programs—the Associate of Arts (AA) degree, the Associate of Science (AS) degree, the Associate of Arts Transfer degree (AA-T), the Associate of Science Transfer degree (AS-T), and the Certificate.

All Instructional Programs are situated within a specific Guided Pathway that consists of a community of related disciplines. For example, the Biology AS-T is part of the STEM Pathway, which includes the disciplines of Science, Technology, Engineering, and Mathematics.

Program Name

Indicate the type of program here: ☐ AA; ☒ AS; ☐AA-T; ☐AS-T; ☐Certificate

Program Name: Cosmetology

Academic Year: 24-25

Name of Faculty Submitter(s): Carole Blake, Austin Spangler

I.   Program Description

The purpose of this section is to provide the reader and/or reviewer with a brief snapshot of the program. This section should be kept short, a few paragraphs at the most, and address the following:

A. What is the program mission and how does it support the institutional mission?
The mission of the Cosmetology Program at Barstow Community College is to provide students with comprehensive education in safety protocols, infection control procedures, and industry best practices. Our program is designed to prepare students to enter the workforce as skilled professionals, equipped to practice Barbering and Cosmetology safely and effectively, while adhering to state and industry standards.

B. What is the program vision and how does it support the institutional vision?
The vision of the Cosmetology Program at Barstow Community College is to become a leading institution in providing high-quality, hands-on cosmetology education that fosters creativity, technical skill, and professional development. We aim to produce graduates who are not only well-prepared for the workforce but also equipped to adapt to the evolving beauty industry with a strong foundation in safety, innovation, and ethical practices.

This vision aligns with Barstow Community College's broader institutional vision by promoting educational excellence, fostering career readiness, and contributing to the development of a diverse and skilled workforce. By preparing students to meet the demands of the beauty industry, the Cosmetology Program supports the college's mission to enhance student success, professional growth, and community engagement

C. Please provide a short program description:

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The Cosmetology Program at Barstow Community College offers a comprehensive curriculum that combines theoretical knowledge and practical training in hair, skin, and nail care. Students learn essential skills in safety, infection control, and cosmetology techniques, preparing them for successful careers in the beauty industry and licensure as cosmetologists. Our program emphasizes hands-on experience, professional development, and adherence to industry standards.

D. How does your program align to and/or support one or more of the following BCC Strategic Priorities?

Alignment with BCC Strategic Priorities:

1. **Innovate to Achieve Equitable Student Success:**
   The Cosmetology Program is committed to providing equitable access to education by offering a hands-on learning environment that caters to students with diverse learning styles. Through flexible teaching methods, individualized support, and an emphasis on career readiness, the program fosters student success, ensuring that all students—regardless of background—have the tools they need to thrive in the beauty industry.
2. **Ignite a Culture of Learning and Innovation:**
   The program encourages continuous learning and professional growth by incorporating the latest trends, technologies, and techniques in the cosmetology field. Students are exposed to innovative practices in hair, skin, and nail care, fostering a creative mindset and a commitment to lifelong learning, both of which are essential in the ever-evolving beauty industry.
3. **Build Community:**
   Through partnerships with local salons, community outreach events, and client services, the Cosmetology Program helps students build strong ties with the local community. These relationships provide real-world experience and enhance the program's reputation as a key contributor to the local economy, while also fostering a sense of community engagement and collaboration.
4. **Achieve Sustainable Excellence in All Operations:**
   By maintaining high standards in education, safety, and professionalism, the Cosmetology Program strives for sustainable excellence. Continuous program evaluation and improvements ensure that the curriculum remains relevant, aligned with industry standards, and capable of producing graduates who are not only skilled but also competitive in the job market.

This alignment ensures that the Cosmetology Program not only supports but actively contributes to the overall mission and strategic goals of Barstow Community College.

- Innovate to Achievable Equitable Student Success
- Ignite a Culture of Learning and Innovation
- Build Community
- Achieve Sustainable Excellence in all Operations

Instructional Program Review Template

II.   Program Effectiveness

The purpose of this section is to evaluate the program holistically by reviewing and analyzing data in the areas of Students, Courses, Program, and Faculty.

For each item below, review the data provided. As you examine the data, be on the lookout for trends and outliers while also considering how the data connects to fostering student success, helping students reach their goals, and furthering the mission of BCC.

Provide a short analysis (2-3 sentences) for each item. If data are not available (i.e., student satisfaction surveys), please indicate that on the form.

Course Data and Analysis
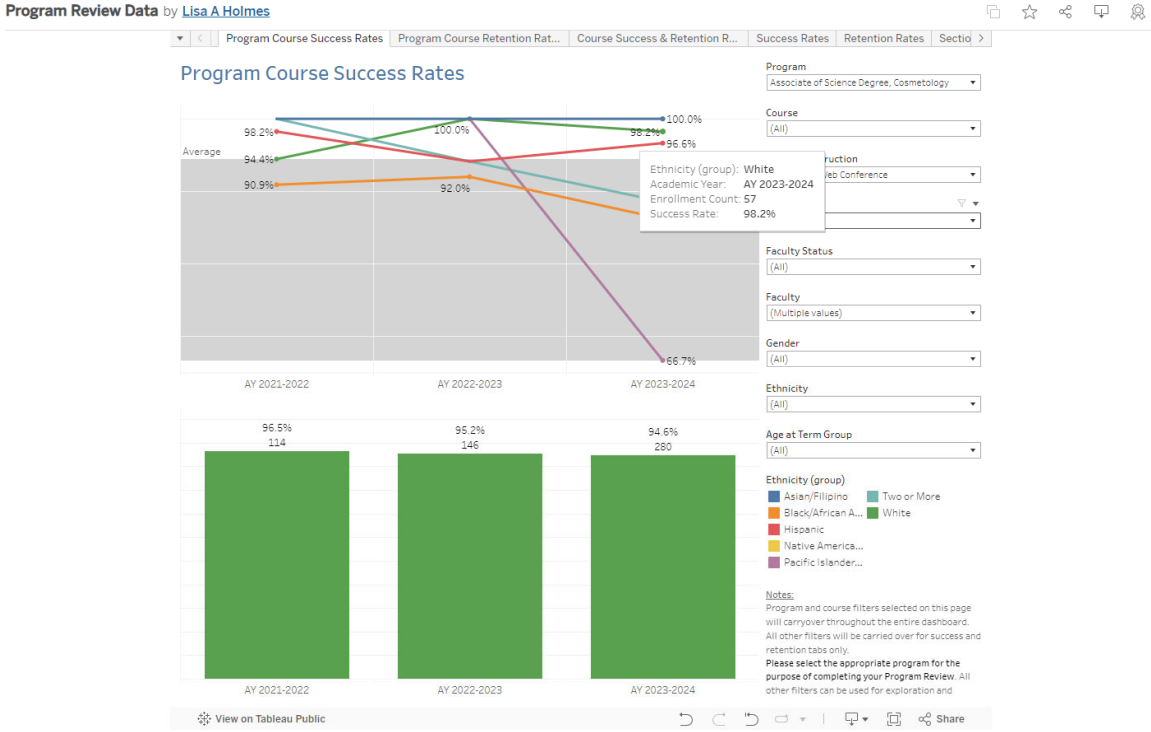
A. **Course Success Rate by**
- Mode of instruction
- Scheduling
- Faculty Status (PT vs FT)

DBased on the data provided, the Program Course Success Rates for the Associate of Science Degree in Cosmetology show consistently high performance across the academic years (AY), though some fluctuations are present:

- **AY 2021-2022**: The overall success rate was strong, with a rate of **96.5%**.
- **AY 2022-2023**: There was a slight decrease, bringing the success rate down to **95.2%**.
- **AY 2023-2024**: The success rate remained high at **94.6%**, though one group saw a notable drop to **66.7%**.

In summary, the program has consistently maintained a high overall success rate, although recent data highlights some variability in specific areas that may require further investigation.
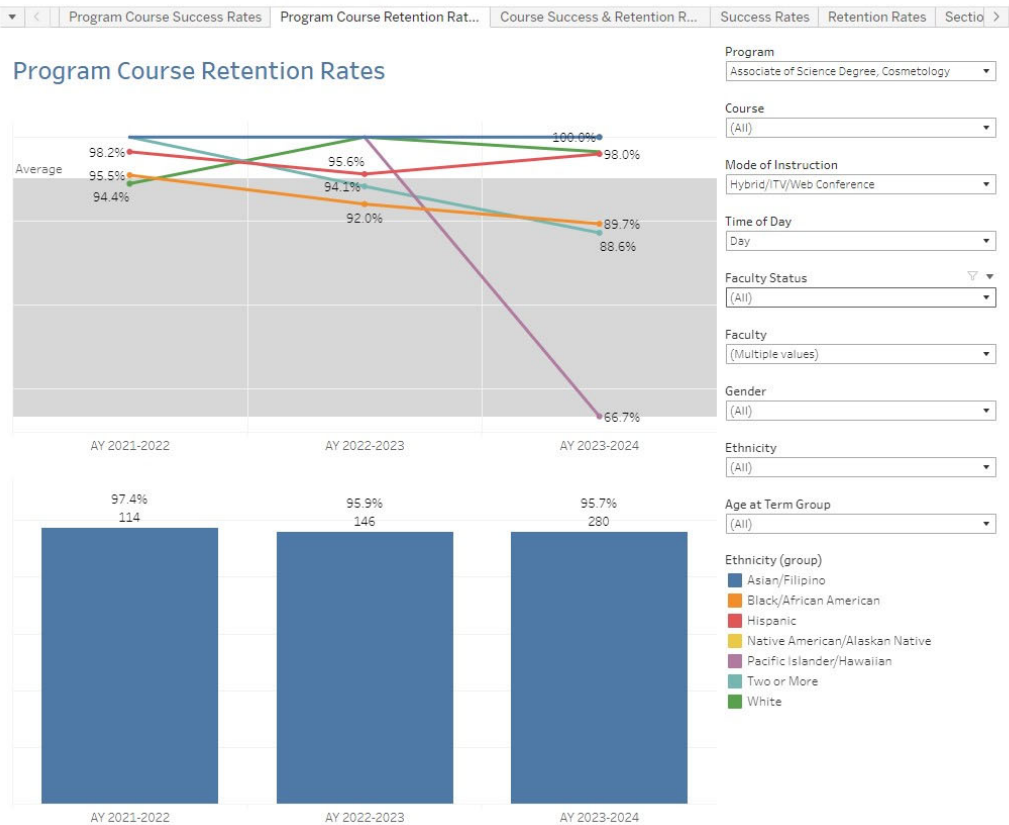
Instructional Program Review Template

Instructional Program Review Template

B. Retention Rate by
- Mode of instruction
- Scheduling
- Faculty Status (PT vs FT)

Click or tap here to en

Based on the Program Course Retention Rates data for the Associate of Science Degree in Cosmetology, the program shows a strong retention rate across academic years (AY), with some fluctuations:

- **AY 2021-2022**: The retention rate was at a high of **97.4%**, indicating a strong commitment from students to stay enrolled.
- **AY 2022-2023**: There was a slight decrease to **95.9%**, but the retention remained strong overall.
- **AY 2023-2024**: Retention held steady at **95.7%**, although a specific group experienced a drop to **66.7%**.

Overall, the program demonstrates consistently high retention rates, with minimal variation over the years. The recent data indicates continued student engagement, although the lower retention rate for one group suggests an area that may require additional support or resources.
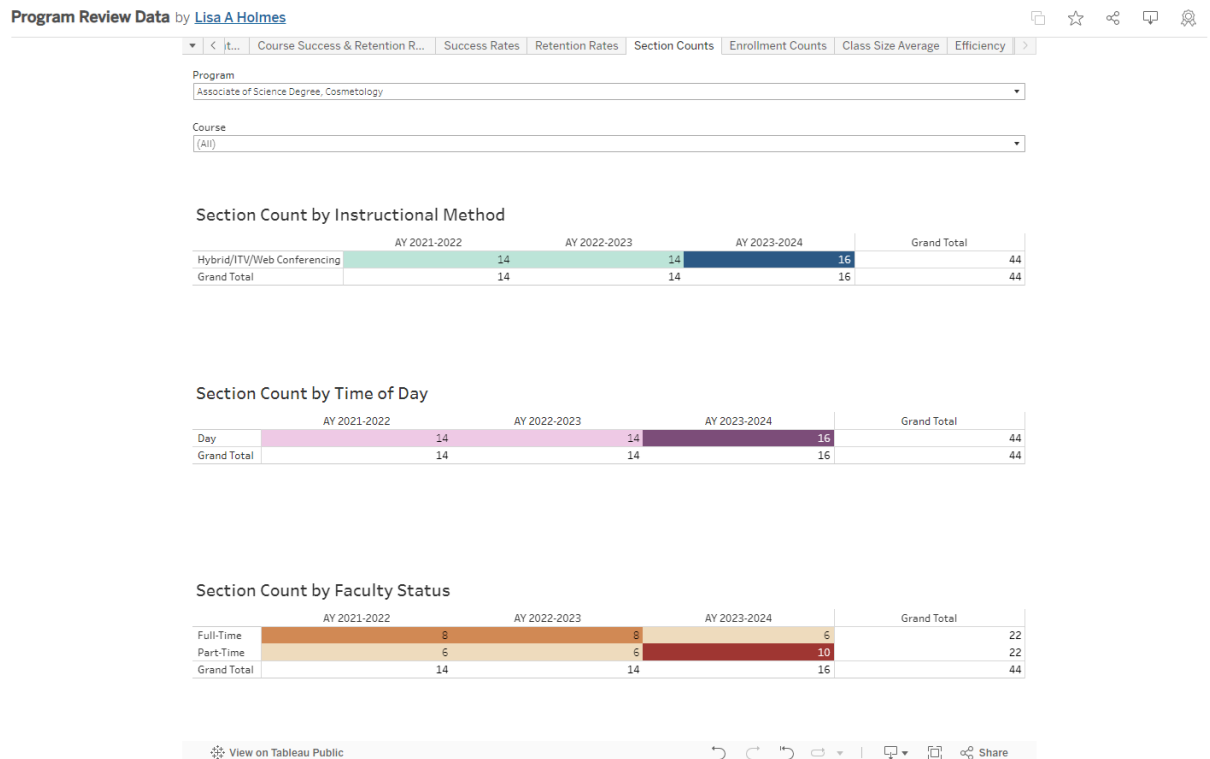
Instructional Program Review Template

C. Section by count

Based on the data provided, the section counts for the Associate of Science Degree in Cosmetology program reflect stability with minor increases over the academic years:

- **Instructional Method**: The program has consistently offered **14 sections** in Hybrid/ITV/Web Conferencing for AY 2021-2022 and AY 2022-2023, with an increase to **16 sections** in AY 2023-2024.
- **Time of Day**: All sections have been offered during the day, with an increase from **14 sections** in the first two academic years to **16 sections** in AY 2023-2024.
- **Faculty Status**: There is a notable change in the faculty composition. In AY 2021-2022 and AY 2022-2023, the program had **2 full-time** and **6 part-time** faculty members. However, in AY 2023-2024, the number of full-time faculty dropped to **One full time faculty member**, and three part-time faculty assumed temporary full time status. This reflects the loss of a full-time employee, requiring part-time faculty to step in temporarily to cover the full-time workload.

Overall, the program has managed to maintain and even increase its section offerings despite changes in staffing.

Program Review Data by Lisa A Holmes

| | Course Success & Retention R... | Success Rates | Retention Rates | Section Counts | Enrollment Counts | Class Size Average | Efficiency | > |

Program
Associate of Science Degree, Cosmetology

Course
(All)

Section Count by Instructional Method

	AY 2021-2022	AY 2022-2023	AY 2023-2024	Grand Total
Hybrid/ITV/Web Conferencing	14	14	16	44
Grand Total	14	14	16	44

Section Count by Time of Day

	AY 2021-2022	AY 2022-2023	AY 2023-2024	Grand Total
Day	14	14	16	44
Grand Total	14	14	16	44

Section Count by Faculty Status

	AY 2021-2022	AY 2022-2023	AY 2023-2024	Grand Total
Full-Time	8	8	6	22
Part-Time	6	6	10	22
Grand Total	14	14	16	44

View on Tableau Public

Instructional Program Review Template

C. **Section Count by**

- Mode of instruction
- Schedule
- Faculty Status (PT vs FT)

  See chart above

D. **Enrollment Count by**

- Mode of instruction
- Schedule
- Faculty Status (PT vs FT)

The Associate of Science Degree in Cosmetology program shows strong performance, with consistently high course success and retention rates across multiple academic years. Despite staffing changes, including a reduction in full-time faculty, the program maintained stability by increasing part-time faculty involvement. Additionally, Enrollment has remained consistent, with slight increases in recent years, reflecting continued student engagement and program growth. Overall, the program remains robust in meeting its educational goals and maintaining student success. Enrollment is currently steady.

Program
Associate of Science Degree, Cosmetology

Course
(All)

Enrollment Count by Instructional Method

	AY 2021-2022	AY 2022-2023	AY 2023-2024	Grand Total
Hybrid/ITV/Web Conferencing	207	267	318	792
Grand Total	207	267	318	792

Enrollment Count by Time of Day

	AY 2021-2022	AY 2022-2023	AY 2023-2024	Grand Total
Day	207	267	318	792
Grand Total	207	267	318	792

Enrollment Count by Faculty Status

	AY 2021-2022	AY 2022-2023	AY 2023-2024	Grand Total
Full-Time	133	160	124	417
Part-Time	74	107	194	375
Grand Total	207	267	318	792

View on Tableau Public   Share

Instructional Program Review Template

E. **Class Size Average by**
- Mode of instruction
- Schedule
- Faculty Status (PT vs FT)

Program Review Data by Lisa A Holmes

| ... | Course Success & Retention R... | Success Rates | Retention Rates | Section Counts | Enrollment Counts | Class Size Average | Efficiency |

Program
Associate of Science Degree, Cosmetology

Course
(All)

Students per Section by Instructional Method

	AY 2021-2022	AY 2022-2023	AY 2023-2024	Grand Total
Hybrid/ITV/Web Conferen...	14.79	19.07	19.88	18.00
Grand Total	14.79	19.07	19.88	18.00

Students per Section by Time of Day

	AY 2021-2022	AY 2022-2023	AY 2023-2024	Grand Total
Day	14.79	19.07	19.88	18.00
Grand Total	14.79	19.07	19.88	18.00

Students per Section by Faculty Status

	AY 2021-2022	AY 2022-2023	AY 2023-2024	Grand Total
Full-Time	16.63	20.00	20.67	18.95
Part-Time	12.33	17.83	19.40	17.05
Grand Total	14.79	19.07	19.88	18.00

Our classes cap out at 30 students. Our classes are currently full and enrollment is currently steady.

F.   Efficiency: WSCH, FTES, FTEF
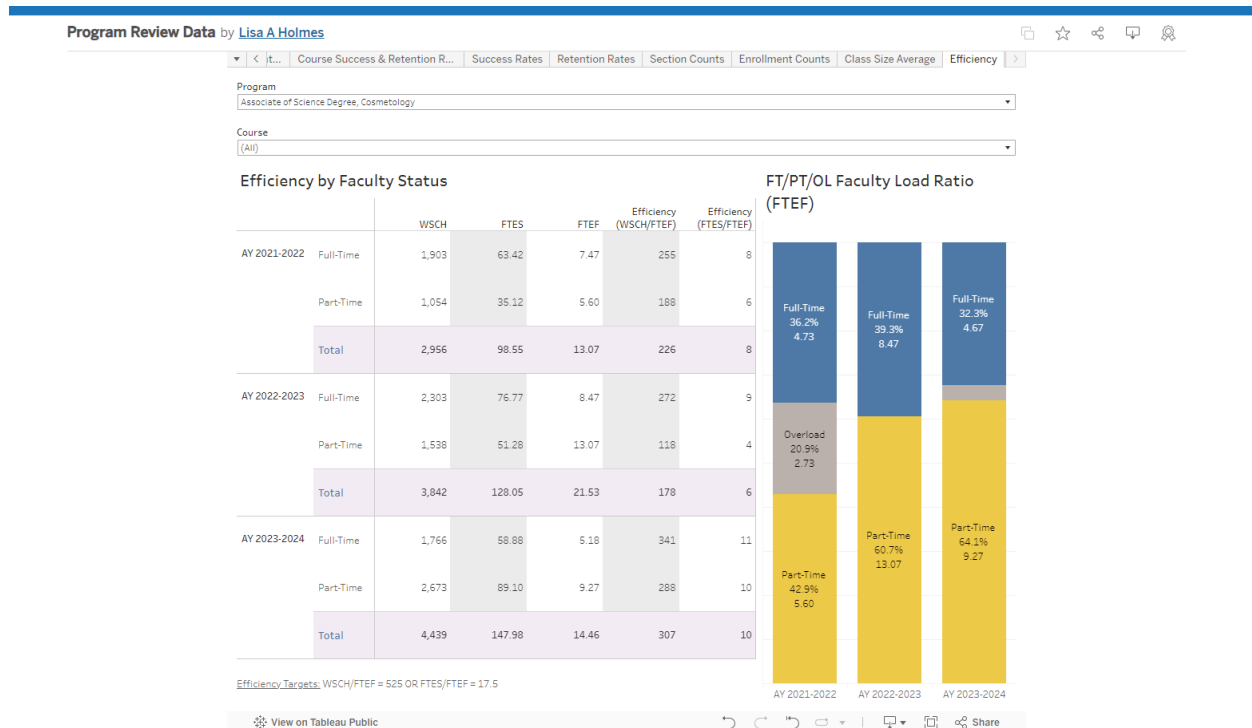
Current Efficiency Trends:

- **Efficiency below target:** The efficiency metrics (WSCH/FTEF and FTES/FTEF) for the past three academic years (2021-2024) have consistently fallen below the institutional target of 525 WSCH/FTEF or 17.5 FTES/FTEF. This is particially due to covid and the loss of a full time employee.
- **Reliance on part-time faculty:** In AY 2023-2024, part-time faculty are covering 64.1% of the instructional load, compared to 32.3% by full-time faculty. This is due to the recent loss of a full-time faculty member, which led to part-time faculty taking on more responsibilites.

3. Actions Taken: A new full-time faculty member has been hired, which has begun to alleviate some of the workload imbalance. However, the program anticipates further disruption due to the upcoming retirement of another full-time faculty member.

4. Future Staffing Needs: To ensure long-term program efficiency and success, we request the addition of a third full-time faculty member. This would allow the program to:

- Balance workloads between full-time and part-time staff.
- Meet efficiency targets more effectively.
- Maintain program stability in anticipation of the retirement of a full-time faculty member.
- Student Benefit and Consistancy

Instructional Program Review Template

5. Recommendations: The program recommends hiring an additional full-time instructor to sustain efficiency, ensure optimal student learning outcomes, and handle future staffing transitions.

Student Equity Course Data

    A. What equitable practices are being performed by most or all courses within the program (ACCJC Standard 2.2, 2.6, 2.7, 2.8, 2.9)? Please review the following equitable practices and check all that apply.

☒ Multiple options for knowledge acquisition

☐ OER materials

☐ Use of Early Alert

☐ Audio files as video alternatives

☒ Provides students an opportunity for feedback on instruction

☒ Ensures all student races and backgrounds are represented in the classroom and the curriculum

☒ Presentation of resources from campus departments

☒ ADA compliant materials

☐ Use of graphic organizers

☒ Promotes peer community building and support

☒ Seeks multiple perspectives

☒ Correlates learning with real-life experience

☒ Probing and clarifying techniques

☒ Creates space for students to ask for help

☐ Utilizes learning pact

☒ Includes resources in syllabus

☒ Provide reminders to students throughout course about resources available

☐ Collaborative note-taking

☐ Other:
Click or tap here to enter text.

Instructional Program Review Template

B. Specifically discuss any equity gaps that have surfaced in the data.
Cosmetology struggles with access to materials/ tools and equipment needed to provide modern styles of education in the industry.

C. What innovative plans or projects will help to close these gaps?
To address equity gaps in our Cosmetology Program, we plan to ask for the allocation of a yearly budget of $40,000. This funding will be used to purchase all necessary consumable products and gradually upgrade outdated equipment, such as shampoo bowls, salon chairs, and hair dryers. By modernizing our facilities and providing students with access to current industry-standard tools and products, we aim to deliver a high-quality, hands-on education. These improvements will ensure that all students, regardless of their financial background, have equal access to the resources they need to develop a strong foundation of skills and succeed in the barbering and cosmetology industry.

Curriculum

A. Have all program courses been peer reviewed within the last 5 years (ACCJC Standard 2.2, 2.3)? If no, please name the course and when it is scheduled for peer review.
☒ Yes   ☐ No

B. Have all courses been taught at least once within a two-year time frame? If no, please list the course(s) that has/have not been taught within the last two academic years and why (ACCJC Standard 2.5).

☒ Yes   ☐ No
Click or tap here to enter text.

C. Have there been any changes to the curriculum (courses or program) since the last full program review? What changes and why?
No, there have not been any changes to the curriculum since the last program review. However, we are planning future adjustments to ensure that our program aligns with state guidelines and meets the requirements for a 1,000-hour program. These changes will ensure compliance with all standards set forth by the California Board of Barbering and Cosmetology, as well as the California Community Colleges Chancellor's Office. Our goal is to maintain the highest level of educational quality and ensure that our students are fully prepared for licensure and professional success.

D. If you feel there are any relevant curriculum details not covered in the above three questions, please list them here (optional).
N/A

Program Learning Outcome Assessment Data (Standard 2.9, 4.3)

Use the section and questions below to summarize findings, trends, and future action for the PLO assessment data.

Instructional Program Review Template

Program Learning Outcomes	Assessment Results – Summary of Data	Please list any future plans based on results
  A.	Click or tap here to enter text.	Click or tap here to enter text.
B. Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
C. Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
D. Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

Instructional Program Review Template

E. Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

A. Since the previous program review, what changes or actions, if any, have been taken to improve outcomes?
    Yes! We added a new full time Faculty member and have implemented new accounts with cosmoprof and essential labs to provide students with more up to date salon products and consumables.

B. Please reflect on the PLO data above and discuss any possible strengths the program has based on the data.
    Yes, Students are getting through our program and passing their exams, in particular we are seeing lots of success with our black students and were even asked to share what we are doing with other programs.

C. Please reflect on the PLO data above and identify areas for student-centered growth or improvement.
    - Are there specific courses/SLOs that the program would like to focus on for growth and improvement?
    Yes we desperately are in need of more physical space and up to date salon equipment

    - What actions can help grow or improve these areas moving forward?
    Budget allocation of $40,000 per year, $20,000 per semester give or take.

D. Please reflect on assessment data trends based on ethnicity, race, and gender.
    - What actions can the program take to support equitable outcomes?
    Black students in particular are doing very well in our program. Most students cosmetology sees are women going into the workforce.

    - Are there specific student groups the program would like to focus their efforts on?
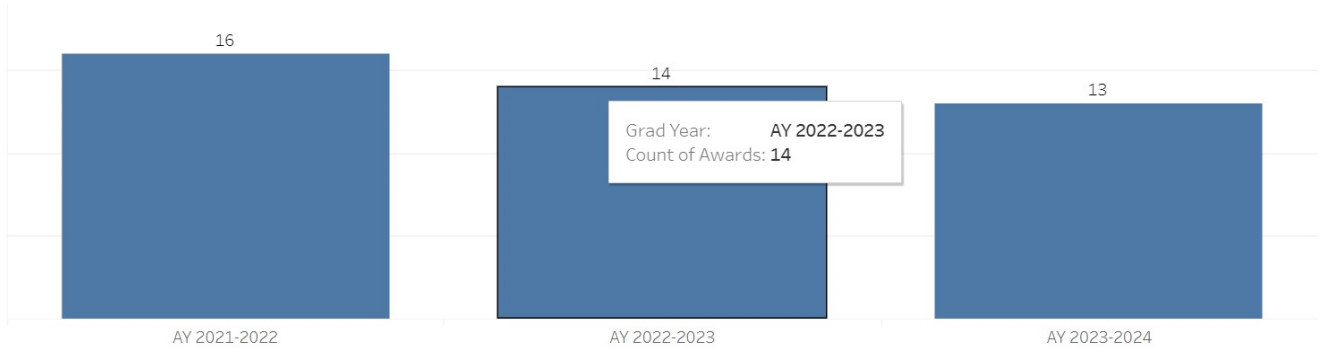   Yes, We would like to add Barbering to our program to attract more male students.
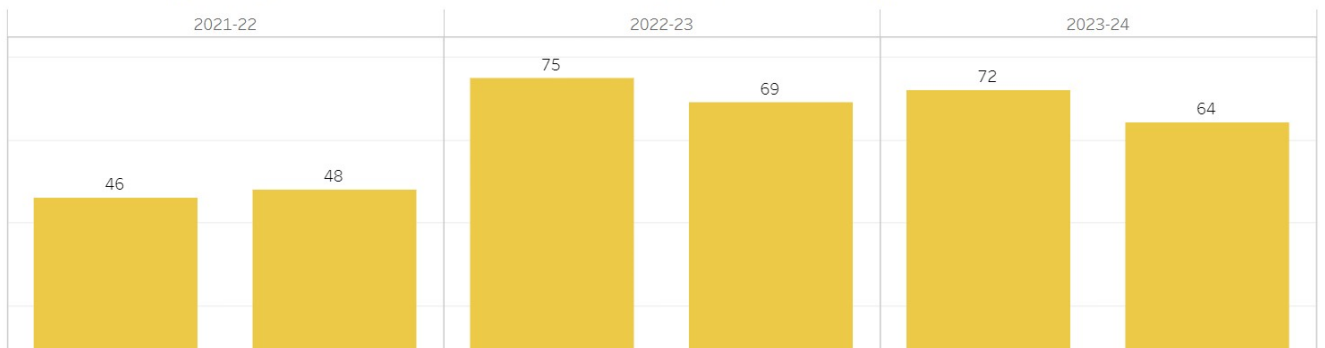
Instructional Program Review Template

Program Data and Analysis

A. Award Count

Program Awards by Year - Associate of Science Degree, Cosmetology

	AY 2021-2022	AY 2022-2023	AY 2023-2024
Count	16	14	13

Grad Year: AY 2022-2023
Count of Awards: **14**

Declared Program by Term - Associate of Science Degree, Cosmetology

2021-22		2022-23		2023-24	
46	48	75	69	72	64

B. Demographics of students in major vs. demographics of students who receive award (percentages)
See chart

C. Student Equity Program Data

- Specifically discuss any equity gaps that have surfaced in the data.
Year 21-22 we were down due to covid 22-23 we had an increase in student equity, and 23-24 we had a drop due to the loss of one full time instructor.

- What innovative plans or projects will help to close these gaps?
We hired a new full time instructor and are actively working toward a remodel of salon space and budget allocation to better the program.

D. Student or Program Satisfaction Survey Results (if applicable)
We do offer student surveys and hold annual instructor reviews.

E. CTE-specific data (CTE programs only)

- Did you participate in the advisory boards? Yes, CTE WORKFORCE Development!
- What were the high-level themes and recommendations from the advisory board meetings specific to your program? Yes! We experienced some advice towards state board, and we

got to speak with industry professionals about what they are looking for in candidates for hire.

- What advisory recommendations have you implemented, or do you plan to implement? We have implemented new professional products and knowledge about them. We also implemented a new state board proof of training document.

Labor Market data
- What is the job outlook in the region for your program area? See chart
- What is the percent increase or decrease trend for job employment in this field? See chart

F. Institution-Set Standards and the Big Picture

This section provides an opportunity to tie in all the data about the program to tell the story behind the numbers. Be sure to consider what an outsider to your program or career technical field may not know about current trends or changes.

	Institution Set (Floor)	Stretch Goal (Aspirational)	Program Data *(3-year average)*
Course Completion Rates	70%	73%	93.8%
Certificates	80	100	N/A
Degrees	440	525	14
Transfers	165	210	N/A
*Licensure Exam Pass Rates	70%	79%	64.3%
*Employment Rates	60%	73%	63.8%

*Applicable to CTE

Instructional Program Review Template

1. How is your program doing overall based on observation of program data?

Projections of Employment by Occupation, 2018 - 2028

Selections:

TOP Code(s):
300700 Cosmetology and Barbering

Geography: Riverside-San Bernardino-Ontario MSA
Includes: Riverside County, San Bernardino County

Annual Job Openings by Occupation

SOC Code	Occupation Title (Linked to "Occupation Profile")	2018 Employment	Annual Job Openings (1)
395012	Hairdressers, Hairstylists, and Cosmetologists	5,990	8,730
	Total	5,990	8,730

(1) Total Job Openings are the sum of new jobs from growth plus net replacements. Annual job openings are total job openings divided by the

2. Provide an analysis of the "big picture" by reflecting on how your program data compares to the Institution-set Standards below.

This data provides a snapshot of key performance metrics for a career technical education (CTE) program over a three-year period, highlighting current achievements and areas for improvement relative to institutional expectations and aspirational goals. **Course Completion Rates** are notably strong, with an impressive average of 93.8% over three years, significantly exceeding both the institution's baseline (70%) and the aspirational target (73%). This suggests that students in the program are highly committed and that instructional strategies are effectively supporting their progress. In terms of **Certificates and Degrees**, there is a stark contrast between completions in each category. The average number of degrees awarded (14) falls considerably short of both the baseline (440) and aspirational goals (525). This may suggest that most students are either not pursuing degrees in this field or that there are obstacles in the degree completion process. **Transfers** data is also not provided, limiting insight into students' continuation of education beyond the program. However, **Licensure Exam Pass Rates** and **Employment Rates** reveal some challenges. The licensure pass rate stands at 64.3%, just below the institutional set floor of 70% and aspirational goal of 79%. Similarly, the employment rate of 63.8% is just under the

baseline of 60% and significantly below the target of 73%, suggesting potential barriers employment post-completion. However, possibly due to economic factors or shifting job market demands and the fact that cosmetology professionals are mostly self-employed. Overall, while the program exhibits high retention through its course completion rate, the data highlights the need for targeted interventions to improve licensure pass rates and employment outcomes, and a re-evaluation of degree completion support or incentives to help align with institutional goals.

3. If your program is falling below on any of these areas, what corrective actions do you plan on taking to bring your outcomes up to standard?

1. Licensure Exam Pass Rates

4. Enhanced Exam Preparation: Offer focused review sessions, mock exams, and workshops to help students master critical content. Emphasize practical and theoretical components often tested.
5. Tutoring and Remedial Support: Provide tutoring for students struggling in specific areas, particularly with topics historically difficult on the licensure exam.
6. Curriculum Alignment: Review the curriculum to ensure it aligns with exam requirements, incorporating regular updates on current industry standards and exam content changes.
7. Faculty Training: Train faculty on best practices for teaching to licensure requirements, possibly inviting experts or industry professionals to offer insights.

8. 2. Employment Rates

9. Strengthen Industry Partnerships: Develop or deepen relationships with local employers to create internship, mentorship, and job placement programs, offering students real-world experience and a foot in the door post-graduation.
10. Career Readiness Workshops: Offer workshops in resume building, interviewing, and job search skills tailored to the industry.
11. Job Fairs and Networking Events: Host events that connect students with potential employers and industry professionals, providing opportunities for immediate recruitment or networking.
12. Alumni Follow-Up: Track and support graduates in their job search, potentially through a program or tool that connects alumni with job leads and support resources.

13.3. Degree Completions

14. Flexible Program Options: Consider flexible scheduling, hybrid courses, or evening classes for students balancing work and education, reducing barriers to degree completion.
15. Academic Advising: Implement targeted advising to guide students through their academic path and ensure they understand degree requirements and career paths associated with their studies.
16. Completion Incentives: Create milestones or incentives for degree completion, such as recognition awards, certificate add-ons, or industry certifications that align with program completion.

Instructional Program Review Template

4.Transfers N/A

Guided Pathways and Response

A. Name of the Guided Pathway that your discipline is a part of
Business and entrepreneurship

B. List the other disciplines that are part of your Guided Pathway
Cosmetology, Barbering

C. Provide a summary of how your discipline collaborates with other disciplines in your Pathway.
Examples of collaboration: meetings, projects, conferences, other cross-disciplinary professional development, etc.
Collaboration with business and *entrepreneurship*.

Faculty/ Program Staff Data and Analysis

A. **Faculty Load (FTEF)**
See chart

B. **FT/PT/OL Faculty Ratio**
See chart

C. **Faculty Professional Development**

1. Please list any professional development that faculty members have participated in (Standard 3.2)
Salon back bar hair show, IBS Hair show, Babe hair extensions JAZZ hair show

2. Please list any professional development that faculty members would benefit from (Standard 3.2)
Any hair shows or cosmetology related expos.

3. Does the program have sufficient staffing and support? Please discuss. (Standard 2.7)
No, we need to grow our part time pool and hire a third full time employee to replace an upcoming retiree.

D. **Overall Observation of Data on Faculty**
This section provides an opportunity to tie in all the data about faculty to tell the story behind the numbers. Be sure to consider what an outsider to your program or career technical field may not know about current trends or changes.
Provide an analysis of the "big picture."
Please see Efficacy chart and explanation.

Instructional Program Review Template

SWOT Analysis

Conducting a SWOT Analysis (Strengths, Weaknesses, Opportunities, Threats) is another tool that can help areas evaluate themselves. The SWOT Analysis not only looks internally, but externally as well.

The SWOT Analysis provides a way for areas to highlight their accomplishments and also identify possible gaps or issues that need to be addressed.

The SWOT Analysis Tool
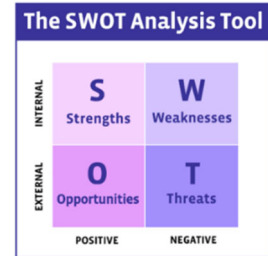
	Positive/ Helpful	Negative/ Harmful
Internal	STRENGTHS Strong program retentions Strong current staff Strong Data with Black student success.	WEAKNESSES Limited space Not enough stations (16) Expansion preventions Staff is needed FT \PT
External	OPPORTUNITIES Barbering program Change in curriculum Highschool partnerships	THREATS Competition (VVC)

III. Program Goals, Objectives, and Outcomes

The purpose of this section is to use data to develop goals and objectives for the next three years. Reflect on the responses to all the previous questions and the SWOT analysis in Section Two.

As you develop goals and objectives,

- *Formulate **two to three** Program Goals to maintain or enhance program strengths, or to address identified weaknesses (cite evidence from assessment data and/or other student achievement data, course, faculty, etc).*
- *indicate the **status** of the Program Goal (ex: is the goal new, a carry-over from the previous program review cycle, etc.)*
- *Indicate how each Goal is **aligned** with the College's Strategic Priorities.*
- *Indicate how each goal is **aligned** with the Pillars of Guided Pathways.*
- *List at least one **objective** for reaching each goal.*
- *Develop an **outcome** statement for each objective.*
- *Explain how you will **measure** the outcome.*
- *List any **resources** that will be needed to achieve the goal.*

GOAL #1

Click or tap here to enter text.

Instructional Program Review Template

A. This Goal is

☒ New

☒ Continued

☒ Modified

If modified please list how and why.

Cosmetology Program Goal Statement – Barstow Community College

As part of our ongoing commitment to improving the Cosmetology Program at Barstow Community College, we aim to enhance the educational experience for our students and the working conditions for our staff. To achieve this, we are focusing on the following objectives:

1. **Up-to-Date Equipment**: The beauty industry is rapidly evolving, and we recognize the importance of providing our students with the latest tools and technology. Our goal is to secure funding for new equipment that aligns with current industry standards, ensuring our graduates are well-prepared for modern salons and cosmetology practices.
2. **Expansion of Facilities**: To better accommodate both students and staff, we are seeking to expand our program's physical space. This includes the creation of a dedicated staff and student lunchroom, which will foster a more conducive learning and working environment.
3. **Increased Budget for Salon Supplies and Consumables**: In order to maintain a high-quality learning experience, we require a larger budget for salon supplies and consumables. This increase is necessary to meet the demands of our growing student population and to ensure students can practice with professional-grade materials.
4. **Staffing Needs**: With the upcoming retirement of one of our full-time faculty members, we are requesting the addition of a third full-time instructor. This will not only cover the impending vacancy but also ensure continuity in instruction and allow for more comprehensive student support.

By achieving these goals, we will strengthen our program's ability to provide exceptional education and practical experience, while preparing our students to succeed in a competitive job market.

B. Alignment to BCC Strategic Priority *(Select at least one but also choose all that apply – click Choose an item for the drop-down list to appear)*
Strategic Priority 1: Innovate to Achieve Equitable Student Success

Strategic Priority 2: Ignite a Culture of Learning and Innovation

Strategic Priority 3: Build Community

Instructional Program Review Template

Strategic Priority 4: Achieve Sustainable Excellence in all Operations

C. Relationship to Guided Pathways

☐　　　Clarify the Path

☒　　　Entering the Path

☒　　　Staying on the Path

☒　　　Support Learning

D. Please list objective(s) for achieving this goal.

Please see above

E. Please list outcome statements for each objective.

Please see above

F. Briefly explain how you will measure the outcome.

Please see above

G. Please list resources (if any) that will be needed to achieve the goal.

Budget allocation

···

GOAL #2

Click or tap here to enter text.

B. This Goal is

☐　　　New

☐　　　Continued

☐　　　Modified

If modified please list how and why.

Click or tap here to enter text.

Instructional Program Review Template

    C. Alignment to BCC Strategic Priority *(Select at least one but also choose all that apply – click Choose an item for the drop-down list to appear)*
    Choose an item.

    Choose an item.

    Choose an item.

    Choose an item.

    D.   Relationship to Guided Pathways

        ☐   Clarify the Path

        ☐   Entering the Path

        ☐   Staying on the Path

        ☐   Support Learning

    H.   Please list objective(s) for achieving this goal.

        Click or tap here to enter text.

    I.   Please list outcome statements for each objective.

        Click or tap here to enter text.

    J.   Briefly explain how you will measure the outcome.

    Click or tap here to enter text.

    K.   Please list resources (if any) that will be needed to achieve the goal.

    Click or tap here to enter text.

....

GOAL #3
Click or tap here to enter text.

    C.   This Goal is

        ☐   New

Instructional Program Review Template

☐   Continued

☐   Modified

If modified please list how and why.

Click or tap here to enter text.

D.   Alignment to BCC Strategic Priority *(Select at least one but also choose all that apply – click Choose an item for the drop-down list to appear)*
Choose an item.

Choose an item.

Choose an item.

Choose an item.

E.   Relationship to Guided Pathways

☐   Clarify the Path

☐   Entering the Path

☐   Staying on the Path

☐   Support Learning

L.   Please list objective(s) for achieving this goal*.*

Click or tap here to enter text.

M.   Please list outcome statements for each objective*.*

Click or tap here to enter text.

N.   Briefly explain how you will measure the outcome*.*

Click or tap here to enter text.

O.   Please list resources (if any) that will be needed to achieve the goal*.*

Click or tap here to enter text.

Instructional Program Review Template

Previous Goals/Outcomes

Were any outcomes discontinued or completed? Please speak to outcomes you are not carrying forward from the previous program review cycle and discuss why.

Click or tap here to enter text.

Instructional Program Review Template

IV.   Resource Requests:

Did you receive any resources over the last cycle? Did the funding of resource(s) have the positive changes the discipline or program was looking for?

>   Click or tap here to enter text.

What resources are needed for the program to meet its goals and objectives? Resource requests should be evidence-based and tied to goals and objectives stated above.

Resources may be requested from the following categories:

- *Personnel/Staffing*
- *Technology Resource*
- *Facilities Resource*
- *Professional Development*
- *Other*

For all resource requests programs should utilize the Budget Allocation Proposal form and submit with their program review.

Goal #	Objective #	Resource Required	Estimated Cost	BAP Required? Yes or No	In No, indicate funding source
1	Click or tap here to enter text.	More tools, and equipment for consumables and salon remodel	150,000	yes	Click or tap here to enter text.
2	Click or tap here to enter text.	Full time faculty replacement. As one Faculty member is planning to retire in the near future	**Salary** $59,268.00 - $99,015.00	yes	Click or tap here to enter text.
3	Click or tap here to enter text.	Technology	5,000	yes	Click or tap here to enter text.
4	Click or tap here to enter text.	Professional Delopment	unknown	yes	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

Instructional Program Review Template

BUDGET ALLOCATION PROPOSAL

Date: 9/4/24	Originator: Carole Blake; Austin Spangler
Program or Department Name:	Cosmetology
Dean/Vice President/Supervisor:	Emily Garrison/Jennifer Rodden

What are you requesting? *(Brief)* Program budget reform

Amount Requested: unsure ☒ One-time Funding ☐ Ongoing Funding

Funding Source (if known):

REQUEST TYPE:

☐ Personnel/Staffing *Complete Personnel/Staffing section below* ☐ OTHER	☐ Technology Resource *Complete Technology section below*	☒ Facilities Resource *Complete Facilities section below*	☐ Professional Development *Complete Professional Development section below*

PERSONNEL/STAFFING REQUEST

Is the position request for: ☐ Faculty   ☐ Classified   ☐ Management/Confidential

Is the position requested: ☐ A new classification (Attach *proposed* job description, or *detailed* list of proposed duties)

☐ An existing classification   *Official Job Title:*

Is the position requested: ☐ Full Time ☐ Part Time: Months/Year   Hours/Week

TECHNOLOGY RESOURCE REQUEST

Indicate the category of the request:

☐ Hardware   ☐ Software   ☐ Printer/Copier ☐ Network   ☐ Audio-Visual   ☐ License/Maintenance

Indicate the intended users: ☐ Students   ☐ Faculty   ☐ Staff   ☐ Other

Is training required?   ☐ No   ☐ Yes   Explain:

How will it be secured? ☐ Alarm   ☐ Secure Room   ☐ Secure Cabinet ☐ Cable/Lock   ☒ Password

Have you completed and attached the Technology Assessment Form?

FACILITIES RESOURCE REQUEST

Indicate the intended users: ☒ Students   ☒ Faculty   ☒ Staff   ☐ Other

Is maintenance required? ☐ No   ☒ Yes   Explain: Hook up equipment etc.

PROFESSIONAL DEVELOPMENT REQUEST

Indicate the intended users: ☐ Students ☐ Faculty ☐ Staff ☐ Other

Do other internal areas/departments need to be involved? ☐ No ☐ Yes Explain:

Is technology needed? ☐ No ☐ Yes Explain:

1. Why is the request being made?

Reason for Request:

In order to enhance the effectiveness and relevance of our cosmetology program, it is essential to address both the need for updated equipment for both instructors and students. This request is driven by several key factors:

1. **Increased Student Enrollment:** Our program has seen a significant increase in student enrollment over the past year. To maintain high-quality instruction and ensure personalized attention, additional instructional support is required. An additional instructor will enable us to better manage class sizes, facilitate hands-on learning, and provide tailored feedback, which is crucial for skill development in cosmetology.
2. **Technological Advancements and Industry Standards:** The cosmetology field is rapidly evolving with new techniques, tools, and technologies emerging regularly. Updating our equipment will ensure that students are trained with the latest industry standards, making them more competitive and proficient in their skills. Modern equipment not only enhances learning outcomes but also aligns with industry expectations, providing students with a relevant and up-to-date education.
3. **Enhanced Learning Experience:** With the integration of upgraded equipment, students will benefit from a more dynamic and engaging learning environment. This will facilitate a more comprehensive and hands-on approach to education, where students can practice and perfect their skills using state-of-the-art tools, ultimately improving their readiness for professional practice.
4. **Program Reputation and Competitiveness:** By investing in modernizing our equipment, we are demonstrating our commitment to excellence in education and aligning our program with current industry practices. This not only enhances our program's reputation but also attracts prospective students who are seeking a high-quality, forward-thinking educational experience.
5. **Improved Student Outcomes:** More Modernized equipment will result in improved student outcomes and give them a more up to date real time salon simulation.
6. **Equity:** Currently we only have 16 salon style work stations. However, our current enrollment is close to 26 students per class with a cap of 30. By modernizing and adding additional salon work stations(30 stations) , shampoo bowls and expanding our classes we will be able to provide equability to all students and give them equal access.

In conclusion, requesting to update our equipment as a vital step to ensure our cosmetology program remains at the forefront of the industry, provides exceptional learning experiences, and meets the evolving needs of our students.

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2. a) Where in the Program Review/Annual Update is the request supported? Include the text from the Program Review AND cite the applicable section number(s).

> Program Reform and Program Growth

b) Explain how the request is supported with information gathered from the assessment of outcomes (Student Learning Outcomes, Program Level Outcomes, Service Area Outcomes, or Administrative Unit Outcomes).

> It will improve resources and be helpful in the growth of the program

c) How was this included in the Area Goals section of your Program Review? Please cite section/item number and include the text.

> Please see the program goals for explanation specifically goal #1 and speak with Current FT Faculty to discuss this further.

3. If this item is approved, what departments or resources are needed, or would be affected, when implementing or developing it, on both a short-term and a long-term basis? Have they been notified? Example: Technology Assessment Form
(This question is not required for Personnel/Staffing requests.)

> **Departments/Resources Affected:**
>
> **Facilities and Maintenance**
> * *Short-Term:* Assessing and preparing space or infrastructure for new equipment.
> * *Long-Term:* Ongoing maintenance and support for the new equipment.
> * *Notification:* Preliminary discussions have occurred, formal notifications pending approval.
> 7. **Finance and Budgeting**
>   * *Short-Term:* Allocation of funds for equipment purchase and instructor salary.
>   * *Long-Term:* Budget planning for ongoing costs, including maintenance and staffing.
>   * *Notification:* Finance has been notified and is ready to allocate resources as needed.
> 8. **Information Technology (IT)**
>   * *Short-Term:* Installation, integration, and support for any new digital equipment.
>   * *Long-Term:* Ongoing technical support and updates.
>   * *Notification:* IT is aware of potential needs and is prepared to assist.

4. a) How will this resource improve student success or institutional services?

Enhanced Learning Environment:

- *State-of-the-Art Facilities:* Upgrading equipment ensures that our facilities are aligned with current industry standards, creating a modern, professional learning environment. This environment not only enhances the learning experience but also increases student satisfaction, retention, and enrollment.

Alignment with Industry Standards:

- *Relevance and Competitiveness:* By staying current with industry advancements, the program ensures that students are learning relevant skills that meet employer expectations. This increases their employability and strengthens the institution's reputation for producing highly qualified graduates.

Support for Institutional Services:

- *Improved Efficiency:* With up-to-date equipment, institutional services such as IT and maintenance will benefit from streamlined operations, fewer repairs, and better resource allocation. This allows for more efficient use of institutional resources.
- *Program Growth:* The enhanced program can attract more students, leading to growth in enrollment, which supports the institution's mission of providing quality education to a broader audience.

these resources will directly contribute to student success by improving the quality of education and hands-on training, while also enhancing institutional services by aligning them with modern industry practices and promoting growth.

b) What data will you gather and analyze to demonstrate that your proposal is meeting this goal(s)?

Student Performance Data:

- *Licensure Exam Pass Rates:* Track and compare pass rates on state cosmetology licensure exams before and after implementation to assess whether the enhanced resources are contributing to improved exam performance.
- *Course Completion Rates:* Analyze course completion rates to determine if the additional instructor and updated equipment are reducing dropout rates and improving student retention.

Student Satisfaction Surveys:

- *Student Feedback:* Collect and analyze feedback through surveys focusing on the perceived effectiveness of instruction, quality of equipment, and overall satisfaction with the program. Surveys will be conducted at the end of each term to gauge ongoing impact.

Enrollment and Retention Data:

- *Enrollment Trends:* Monitor changes in enrollment numbers to see if the updated resources attract more students to the program. This will include tracking new student enrollment and comparing year-over-year growth.
- *Retention Rates:* Analyze retention data to assess whether students are staying in the program at higher rates, which would indicate increased satisfaction and success with the improved resources.

Equipment Utilization and Maintenance Reports:

- *Usage Logs:* Track the utilization of updated equipment to ensure it is being fully integrated into the curriculum and effectively supporting student learning.
- *Maintenance Records:* Analyze maintenance and repair records to assess the longevity and effectiveness of the new equipment. Efficient use and minimal downtime will indicate successful integration.

Instructor and Faculty Feedback:
- *Instructor Surveys:* Collect feedback from instructors to gauge whether the addition of another faculty member and the updated equipment have improved instructional quality, reduced workload, and enhanced student learning outcomes.

The data will be regularly analyzed and compared to baseline data gathered before the implementation of these resources to measure progress and determine the overall effectiveness in achieving the stated goals.

5) Describe how your request is aligned with as many of the college's strategic planning documents as applicable. (If the request does not align with a document, indicate N/A.)

Please be specific and provide detail, ensuring a clear correlation between content of referenced document and the request. Cite the section and page numbers where the correlation can be found.

(Follow the links to access each document)

1. Mission Statement

Barstow Community College Mission Statement: The request aligns with Barstow Community College's mission to "provide quality educational programs and services to a diverse community of learners that promote student success, foster economic development, and enhance the quality of life in the communities we serve." By hiring an additional instructor and updating equipment for the cosmetology program, we enhance the quality of education provided to students, equipping them with the skills needed to succeed in the cosmetology industry. This directly supports the mission by promoting student success and preparing students to contribute to economic development. (Mission Statement, Page 1)

2. Strategic Priorities / Strategic Goals

Strategic Plan:

Goal 1: Enhancing Student Success

- *Section:* "Increase student retention, completion, and success rates through innovative teaching and support services."
- *Alignment:* The addition of an instructor allows for smaller class sizes and more personalized instruction, leading to improved student retention, completion, and success. Updated equipment enhances hands-on learning, making students more proficient and better prepared for industry demands. (Strategic Plan, Goal 1, Page 4)

Goal 2: Expanding Access to Education
- *Section:* "Increase access to education by offering more flexible and diverse learning opportunities."
- *Alignment:* Improving the program's resources and capacity through additional instructional support and modernized equipment expands access to quality cosmetology education. This helps accommodate growing enrollment and allows for a more inclusive and flexible learning environment. (Strategic Plan, Goal 2, Page 6)

Goal 3: Enhancing Institutional Effectiveness
- *Section:* "Ensure institutional effectiveness through continuous improvement in operational efficiency, resource management, and professional development."
- *Alignment:* The request supports institutional effectiveness by modernizing equipment, which leads to more efficient operations, reduced maintenance costs, and better resource utilization. Adding another instructor helps distribute the workload and ensures a higher quality of education, contributing to continuous program improvement. (Strategic Plan, Goal 3, Page 8)

Equity, Diversity, and Inclusion (EDI) Plan:

Goal: Promoting Equity in Education
- *Section:* "Ensure equitable access to high-quality education for all students, regardless of background or barriers."
- *Alignment:* By updating equipment and increasing instructional capacity, we ensure that all students, including those from underrepresented or disadvantaged backgrounds, have access to high-quality education. This supports equity in learning opportunities and outcomes within the cosmetology program. (EDI Plan, Page 3)

3. Educational Master Plan

Educational Master Plan (EMP) Overview:

The Barstow Community College Educational Master Plan (EMP) 2024-2029 provides a strategic framework to guide the college's academic priorities, student success goals, and institutional growth over the next five years. The EMP aligns with the college's mission to provide quality education to a diverse community of learners. Key areas of focus include academic program development, student success initiatives, faculty and staff development, technology and facilities planning, and fostering equity, diversity, and inclusion (EDI). This plan ensures that BCC remains responsive to the needs of students and the local community, driving both academic excellence and workforce readiness.

4. Others: Such as Technology Plan , Facilities Master Plan, HR Staffing Plan, Professional Development Plan

Facilities Master Plan:

Goal: Modernizing Learning Spaces
- *Section:* "Upgrade and maintain facilities to support modern teaching and learning environments."
- *Alignment:* This request aligns with the Facilities Master Plan by modernizing cosmetology labs and classrooms with updated equipment, ensuring our learning spaces support current industry practices and create an optimal environment for skill development. (Facilities Master Plan, Page 5)

Technology Plan:

Goal: Supporting Technological Advancements in Education
- *Section:* "Enhance technology infrastructure to support academic programs and improve the student learning experience."
- *Alignment:* Integrating updated, industry-standard equipment into the cosmetology program aligns with the Technology Plan's objective to enhance the technological capabilities of academic programs, improving students' hands-on experience and preparation for the workforce. (Technology Plan, Page 7)

ADMINISTRATIVE USE

Administrator: _____ Title: _____

Comments/Recommendations:

[   ]

Signature: _____ Date: _____

Administrator: _____ Title: _____

Comments/Recommendations:

[   ]

Unit Priority Ranking: _____ of _____

BUDGET INFORMATION
*(This section **MUST** be completed)*

Budget Program Number: _____ ☐ Restricted ☐ Unrestricted

Comments regarding Budget Information: _____

Signature: _____ Date: _____

BUDGET ALLOCATION PROPOSAL

Date:	9/4/24	Originator:	Carole Blake; Austin Spangler
Program or Department Name:		Cosmetology	
Dean/Vice President/Supervisor:		Emily Garrison/Jennifer Rodden	

What are you requesting? *(Brief)*	Program budget reform
Salary $59,268.00 - $99,015.00	
Amount Requested:	☐ One-time Funding ☒ Ongoing Funding
Funding Source (if known):	

REQUEST TYPE:

☒ Personnel/Staffing Complete *Personnel/Staffing* section below ☐ OTHER	☐ Technology Resource Complete *Technology* section below	☐ Facilities Resource Complete *Facilities* section below	☐ Professional Development Complete *Professional Development* section below

PERSONNEL/STAFFING REQUEST

Is the position request for:	☒ Faculty ☐ Classified ☐ Management/Confidential
Is the position requested:	☐ A new classification (Attach *proposed* job description, or *detailed* list of proposed duties)
	☐ An existing classification *Official Job Title:* Cosmetology Instructor
Is the position requested:	☒ Full Time ☐ Part Time: 10 Months/Year 40 Hours/Week

TECHNOLOGY RESOURCE REQUEST

Indicate the category of the request:

☐ Hardware   ☐ Software   ☐ Printer/Copier   ☐ Network   ☐ Audio-Visual   ☐ License/Maintenance

Indicate the intended users: ☐ Students   ☐ Faculty   ☐ Staff   ☐ Other

Is training required?   ☐ No   ☐ Yes   Explain:

How will it be secured? ☐ Alarm   ☐ Secure Room   ☐ Secure Cabinet ☐ Cable/Lock   ☐ Password

Have you completed and attached the Technology Assessment Form?

FACILITIES RESOURCE REQUEST

Indicate the intended users: ☐ Students   ☐ Faculty   ☐ Staff   ☐ Other

Is maintenance required? ☐ No   ☐ Yes   Explain:

PROFESSIONAL DEVELOPMENT REQUEST				
Indicate the intended users:	☐ Students	☐ Faculty	☐ Staff	☐ Other

Do other internal areas/departments need to be involved? ☐ No   ☐ Yes   Explain:

Is technology needed?   ☐ No   ☐ Yes   Explain:

1. Why is the request being made?

Reason for Request:

In order to enhance the effectiveness and relevance of our cosmetology program, it is essential to address both the need for updated equipment and the incorporation of an additional instructor. This request is driven by several key factors:

1. **Increased Student Enrollment:** Our program has seen a significant increase in student enrollment over the past year. To maintain high-quality instruction and ensure personalized attention, additional instructional support is required. An additional instructor will enable us to better manage class sizes, facilitate hands-on learning, and provide tailored feedback, which is crucial for skill development in cosmetology.
2. **Technological Advancements and Industry Standards:** The cosmetology field is rapidly evolving with new techniques, tools, and technologies emerging regularly. Updating our equipment will ensure that students are trained with the latest industry standards, making them more competitive and proficient in their skills. Modern equipment not only enhances learning outcomes but also aligns with industry expectations, providing students with a relevant and up-to-date education.
3. **Enhanced Learning Experience:** With the integration of a new instructor and upgraded equipment, students will benefit from a more dynamic and engaging learning environment. This will facilitate a more comprehensive and hands-on approach to education, where students can practice and perfect their skills using state-of-the-art tools, ultimately improving their readiness for professional practice.
4. **Program Reputation and Competitiveness:** By investing in additional instructional support we are demonstrating our commitment to excellence in education and aligning our program with current industry practices. This not only enhances our program's reputation but also attracts prospective students who are seeking a high-quality, forward-thinking educational experience.
5. **Improved Student Outcomes:** An additional instructor allows for more individualized attention, which can significantly improve student outcomes. With more instructors, we can offer smaller class sizes, more detailed feedback, and additional support, which collectively contribute to better performance, higher student satisfaction, and successful career placements.

In conclusion, requesting an additional instructor vital steps to ensure our cosmetology program remains at the forefront of the industry, provides exceptional learning experiences, and meets the evolving needs of our students.

2. a) Where in the Program Review/Annual Update is the request supported? Include the text from the Program Review AND cite the applicable section number(s).

> Program Reform and Program Growth

b) Explain how the request is supported with information gathered from the assessment of outcomes (Student Learning Outcomes, Program Level Outcomes, Service Area Outcomes, or Administrative Unit Outcomes). N/A

c) How was this included in the Area Goals section of your Program Review? Please cite section/item number and include the text.

> Please see the program goals for explanation specifically goal #1 and speak with Current FT Faculty to discuss this further.

3. If this item is approved, what departments or resources are needed, or would be affected, when implementing or developing it, on both a short-term and a long-term basis? Have they been notified?
Example: Technology Assessment Form
(This question is not required for Personnel/Staffing requests.)

> **Departments/Resources Affected:**
>
> 6. **Human Resources**
>   - *Short-Term:* Recruitment and onboarding of an additional instructor.
>   - *Long-Term:* Ongoing management of payroll, benefits, and professional development.
>   - *Notification:* Yes, HR has been informed and is prepared to start the recruitment process upon approval.
> 7. **Finance and Budgeting**
>   - *Short-Term:* Allocation of funds for instructor salary.
>   - *Long-Term:* Budget planning for ongoing costs, including maintenance and staffing.
>   - *Notification:* Notification of Finance is ready to allocate resources as needed.
> 8. **Academic Affairs**
>   - *Short-Term:* Integration of the new instructor and possible curriculum adjustments.
>   - *Long-Term:* Ongoing curriculum development to align with industry standards.
>   - *Notification:* Academic Affairs has been notified and is ready to support changes.
> 9. **Student Services**
>   - *Short-Term:* Updates to advising materials to reflect program changes.
>   - *Long-Term:* Continued support for students navigating the enhanced program.
>   - *Notification:* Initial discussions have taken place, and Student Services is aware of the potential impact.
>
> **Notification Status:** All relevant departments have been notified to varying degrees. Formal notifications and coordination will be initiated upon approval.

4. a) How will this resource improve student success or institutional services?

Enhanced Learning Environment:

- *State-of-the-Art Facilities:* Upgrading equipment ensures that our facilities are aligned with current industry standards, creating a modern, professional learning environment. This environment not only enhances the learning experience but also increases student satisfaction, retention, and enrollment.

Alignment with Industry Standards:

- *Relevance and Competitiveness:* By staying current with industry advancements, the program ensures that students are learning relevant skills that meet employer expectations. This increases their employability and strengthens the institution's reputation for producing highly qualified graduates.

Support for Institutional Services:

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- *Program Growth:* The enhanced program can attract more students, leading to growth in enrollment, which supports the institution's mission of providing quality education to a broader audience.

An Additional Instructor will directly contribute to student success by improving the quality of education and hands-on training, while also enhancing institutional services by aligning them with modern industry practices and promoting growth.

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b) What data will you gather and analyze to demonstrate that your proposal is meeting this goal(s)?

Student Performance Data:
- *Licensure Exam Pass Rates:* Track and compare pass rates on state cosmetology licensure exams before and after implementation to assess whether the enhanced resources are contributing to improved exam performance.
- *Course Completion Rates:* Analyze course completion rates to determine if the additional instructor and updated equipment are reducing dropout rates and improving student retention.

Student Satisfaction Surveys:
- *Student Feedback:* Collect and analyze feedback through surveys focusing on the perceived effectiveness of instruction, quality of equipment, and overall satisfaction with the program. Surveys will be conducted at the end of each term to gauge ongoing impact.

Enrollment and Retention Data:
- *Enrollment Trends:* Monitor changes in enrollment numbers to see if the updated resources attract more students to the program. This will include tracking new student enrollment and comparing year-over-year growth.
- *Retention Rates:* Analyze retention data to assess whether students are staying in the program at higher rates, which would indicate increased satisfaction and success with the improved resources.

- *Job Placement Rates:* Collect data on the percentage of graduates securing employment in the cosmetology field within six months of graduation. Improved rates will indicate that the additional resources are enhancing student readiness for the workforce.
- *Employer Feedback:* Obtain feedback from employers who hire graduates to assess the preparedness and skill level of students trained with the new equipment and under the new instructional capacity.

Instructor and Faculty Feedback:
- *Instructor Surveys:* Collect feedback from instructors to gauge whether the addition of another faculty member and the updated equipment have improved instructional quality, reduced workload, and enhanced student learning outcomes.

The data will be regularly analyzed and compared to baseline data gathered before the implementation of these resources to measure progress and determine the overall effectiveness in achieving the stated goals.

5) Describe how your request is aligned with as many of the college's strategic planning documents as applicable. (If the request does not align with a document, indicate N/A.)

Please be specific and provide detail, ensuring a clear correlation between content of referenced document and the request. Cite the section and page numbers where the correlation can be found.

(Follow the links to access each document)

1. Mission Statement

   Barstow Community College Mission Statement: The request aligns with Barstow Community College's mission to "provide quality educational programs and services to a diverse community of learners that promote student success, foster economic development, and enhance the quality of life in the communities we serve." By hiring an additional instructor afor the cosmetology program, we enhance the quality of education provided to students, equipping them with the skills needed to succeed in the cosmetology industry. This directly supports the mission by promoting student success and preparing students to contribute to economic development. (Mission Statement, Page 1)

2. Strategic Priorities / Strategic Goals

   Strategic Plan:

   Goal 1: Enhancing Student Success
   - *Section:* "Increase student retention, completion, and success rates through innovative teaching and support services."
   - *Alignment:* The addition of an instructor allows for smaller class sizes and more personalized instruction, leading to improved student retention,

completion, and success. Updated equipment enhances hands-on learning, making students more proficient and better prepared for industry demands. (Strategic Plan, Goal 1, Page 4)

Goal 2: Expanding Access to Education

- *Section:* "Increase access to education by offering more flexible and diverse learning opportunities."
- *Alignment:* Improving the program's resources and capacity through additional instructional support and modernized equipment expands access to quality cosmetology education. This helps accommodate growing enrollment and allows for a more inclusive and flexible learning environment. (Strategic Plan, Goal 2, Page 6)

Goal 3: Enhancing Institutional Effectiveness

- *Section:* "Ensure institutional effectiveness through continuous improvement in operational efficiency, resource management, and professional development."
- *Alignment:* The request supports institutional effectiveness by modernizing equipment, which leads to more efficient operations, reduced maintenance costs, and better resource utilization. Adding another instructor helps distribute the workload and ensures a higher quality of education, contributing to continuous program improvement. (Strategic Plan, Goal 3, Page 8)

Equity, Diversity, and Inclusion (EDI) Plan:

Goal: Promoting Equity in Education

- *Section:* "Ensure equitable access to high-quality education for all students, regardless of background or barriers."
- *Alignment:* increasing instructional capacity, we ensure that all students, including those from underrepresented or disadvantaged backgrounds, have access to high-quality education. This supports equity in learning opportunities and outcomes within the cosmetology program. (EDI Plan, Page 3)

3. Educational Master Plan

Educational Master Plan (EMP) Overview:

The Barstow Community College Educational Master Plan (EMP) 2024-2029 provides a strategic framework to guide the college's academic priorities, student success goals, and institutional growth over the next five years. The EMP aligns with the college's mission to provide quality education to a diverse community of learners. Key areas of focus include academic program development, student success initiatives, faculty and staff development, technology and facilities planning, and fostering equity, diversity, and inclusion (EDI). This plan ensures that BCC remains responsive to the needs of students and the local community, driving both academic excellence and workforce readiness.

4. Others: Such as Technology Plan , Facilities Master Plan, HR Staffing Plan, Professional Development Plan

ADMINISTRATIVE USE

Administrator: _____ Title: _____

Comments/Recommendations:

_____

Signature: _____ Date: _____

Administrator: _____ Title: _____

Comments/Recommendations:

_____

Unit Priority Ranking: _____ of _____

BUDGET INFORMATION
*(This section **MUST** be completed)*

Budget Program Number: _____ ☐ Restricted ☐ Unrestricted

Comments regarding Budget Information: _____

Signature: _____ Date: _____

BUDGET ALLOCATION PROPOSAL

Date: 9/4/24	Originator: Carole Blake; Austin Spangler
Program or Department Name:	Cosmetology
Dean/Vice President/Supervisor:	Emily Garrison/Jennifer Rodden

What are you requesting? *(Brief)*   Program budget reform

Amount Requested: 5,000   ☐ One-time Funding   ☒ Ongoing Funding

Funding Source (if known):

REQUEST TYPE:

☒ Personnel/Staffing *Complete **Personnel/Staffing** section below* ☒ OTHER	☐ Technology Resource *Complete **Technology** section below*	☒ Facilities Resource *Complete **Facilities** section below*	☒ Professional Development *Complete **Professional Development** section below*

PERSONNEL/STAFFING REQUEST

Is the position request for: ☐ Faculty   ☐ Classified   ☐ Management/Confidential

Is the position requested: ☐ A new classification   (Attach *proposed* job description, or *detailed* list of proposed duties)

☐ An existing classification   *Official Job Title:*

Is the position requested: ☐ Full Time   ☐ Part Time: _____ Months/Year   _____ Hours/Week

TECHNOLOGY RESOURCE REQUEST

Indicate the category of the request:

☒ Hardware   ☐ Software   ☐ Printer/Copier   ☐ Network   ☐ Audio-Visual   ☐ License/Maintenance

Indicate the intended users: ☐ Students   ☐ Faculty   ☐ Staff   ☐ Other

Is training required?   ☐ No   ☐ Yes   Explain:

How will it be secured?   ☐ Alarm   ☐ Secure Room   ☐ Secure Cabinet   ☐ Cable/Lock   ☒ Password

Have you completed and attached the Technology Assessment Form?

FACILITIES RESOURCE REQUEST

Indicate the intended users: ☐ Students   ☐ Faculty   ☐ Staff   ☐ Other

Is maintenance required?   ☐ No   ☐ Yes   Explain:

PROFESSIONAL DEVELOPMENT REQUEST				
Indicate the intended users:	☐ Students	☒ Faculty	☐ Staff	☐ Other

Do other internal areas/departments need to be involved? ☐ No ☐ Yes Explain:

Is technology needed? ☐ No ☒ Yes Explain:

1. Why is the request being made?

Reason for Request:

In order to enhance the effectiveness and relevance of our cosmetology program, it is essential to address both the need for updated equipment and the incorporation of an additional instructor. This request is driven by several key factors:

1. **Increased Student Enrollment:** Our program has seen a significant increase in student enrollment over the past year. To maintain high-quality instruction and ensure personalized attention, additional instructional support is required. An additional instructor will enable us to better manage class sizes, facilitate hands-on learning, and provide tailored feedback, which is crucial for skill development in cosmetology.
2. **Technological Advancements and Industry Standards:** The cosmetology field is rapidly evolving with new techniques, tools, and technologies emerging regularly. Updating our equipment will ensure that students are trained with the latest industry standards, making them more competitive and proficient in their skills. Modern equipment not only enhances learning outcomes but also aligns with industry expectations, providing students with a relevant and up-to-date education.
3. **Enhanced Learning Experience:** With the integration of a new instructor and upgraded equipment, students will benefit from a more dynamic and engaging learning environment. This will facilitate a more comprehensive and hands-on approach to education, where students can practice and perfect their skills using state-of-the-art tools, ultimately improving their readiness for professional practice.
4. **Program Reputation and Competitiveness:** By investing in additional instructional support and modernizing our equipment, we are demonstrating our commitment to excellence in education and aligning our program with current industry practices. This not only enhances our program's reputation but also attracts prospective students who are seeking a high-quality, forward-thinking educational experience.
5. **Improved Student Outcomes:** An additional instructor allows for more individualized attention, which can significantly improve student outcomes. With more instructors, we can offer smaller class sizes, more detailed feedback, and additional support, which collectively contribute to better performance, higher student satisfaction, and successful career placements.

In conclusion, requesting Professional development funding to ensure our cosmetology program remains at the forefront of the industry, provides exceptional learning experiences, and meets the evolving needs of our students.

2. a) Where in the Program Review/Annual Update is the request supported? Include the text from the Program Review AND cite the applicable section number(s).

> Program Reform and Program Growth

   b) Explain how the request is supported with information gathered from the assessment of outcomes (Student Learning Outcomes, Program Level Outcomes, Service Area Outcomes, or Administrative Unit Outcomes).

> It will improve resources and be helpful in the growth of the program

   c) How was this included in the Area Goals section of your Program Review? Please cite section/item number and include the text.

> Please see the program goals for explanation specifically goal #1 and speak with Current FT Faculty to discuss this further.

3. If this item is approved, what departments or resources are needed, or would be affected, when implementing or developing it, on both a short-term and a long-term basis? Have they been notified?
    Example: Technology Assessment Form
    (This question is not required for Personnel/Staffing requests.)

> **Departments/Resources Affected:**
>
> **Finance and Budgeting**
> - *Short-Term:* Allocation of funds for equipment purchase and instructor salary.
> - *Long-Term:* Budget planning for ongoing costs, including maintenance and staffing.
> - *Notification:* Finance has been notified and is ready to allocate resources as needed.
>
> **Academic Affairs**
> - *Short-Term:* Integration of the new instructor and possible curriculum adjustments.
> - *Long-Term:* Ongoing curriculum development to align with industry standards.
> - *Notification:* Academic Affairs has been notified and is ready to support changes.
>
> **Notification Status:** All relevant departments have been notified to varying degrees. Formal notifications and coordination will be initiated upon approval.

4. a) How will this resource improve student success or institutional services?

Enhanced Learning Environment:

- *State-of-the-Art Facilities:* Upgrading equipment ensures that our facilities are aligned with current industry standards, creating a modern, professional learning environment. This environment not only enhances the learning experience but also increases student satisfaction, retention, and enrollment.

Alignment with Industry Standards:

- *Relevance and Competitiveness:* By staying current with industry advancements, the program ensures that students are learning relevant skills that meet employer expectations. This increases their employability and strengthens the institution's reputation for producing highly qualified graduates.

Support for Institutional Services:

- *Improved Efficiency:* With up-to-date equipment, institutional services such as IT and maintenance will benefit from streamlined operations, fewer repairs, and better resource allocation. This allows for more efficient use of institutional resources.
- *Program Growth:* The enhanced program can attract more students, leading to growth in enrollment, which supports the institution's mission of providing quality education to a broader audience.

these resources will directly contribute to student success by improving the quality of education and hands-on training, while also enhancing institutional services by aligning them with modern industry practices and promoting growth.

b) What data will you gather and analyze to demonstrate that your proposal is meeting this goal(s)?

Student Performance Data:
- *Licensure Exam Pass Rates:* Track and compare pass rates on state cosmetology licensure exams before and after implementation to assess whether the enhanced resources are contributing to improved exam performance.
- *Course Completion Rates:* Analyze course completion rates to determine if the additional instructor and updated equipment are reducing dropout rates and improving student retention.

Student Satisfaction Surveys:
- *Student Feedback:* Collect and analyze feedback through surveys focusing on the perceived effectiveness of instruction, quality of equipment, and overall satisfaction with the program. Surveys will be conducted at the end of each term to gauge ongoing impact.

Enrollment and Retention Data:
- *Enrollment Trends:* Monitor changes in enrollment numbers to see if the updated resources attract more students to the program. This will include tracking new student enrollment and comparing year-over-year growth.
- *Retention Rates:* Analyze retention data to assess whether students are staying in the program at higher rates, which would indicate increased satisfaction and success with the improved resources.

Employment and Placement Rates:
- *Job Placement Rates:* Collect data on the percentage of graduates securing employment in the cosmetology field within six months of graduation. Improved rates will indicate that the additional resources are enhancing student readiness for the workforce.
- *Employer Feedback:* Obtain feedback from employers who hire graduates to assess the preparedness and skill level of students trained with the new equipment and under the new instructional capacity.

Equipment Utilization and Maintenance Reports:

- *Usage Logs:* Track the utilization of updated equipment to ensure it is being fully integrated into the curriculum and effectively supporting student learning.
- *Maintenance Records:* Analyze maintenance and repair records to assess the longevity and effectiveness of the new equipment. Efficient use and minimal downtime will indicate successful integration.

Instructor and Faculty Feedback:
- *Instructor Surveys:* Collect feedback from instructors to gauge whether the addition of another faculty member and the updated equipment have improved instructional quality, reduced workload, and enhanced student learning outcomes.

The data will be regularly analyzed and compared to baseline data gathered before the implementation of these resources to measure progress and determine the overall effectiveness in achieving the stated goals.

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5) Describe how your request is aligned with as many of the college's strategic planning documents as applicable. (If the request does not align with a document, indicate N/A.)

Please be specific and provide detail, ensuring a clear correlation between content of referenced document and the request. Cite the section and page numbers where the correlation can be found.

(Follow the links to access each document)

1. Mission Statement

    Barstow Community College Mission Statement: The request aligns with Barstow Community College's mission to "provide quality educational programs and services to a diverse community of learners that promote student success, foster economic development, and enhance the quality of life in the communities we serve. By adding professional development specifically for cosmetology, we enhance the quality of education provided to students, equipping them with the skills needed to succeed in the cosmetology industry. This directly supports the mission by promoting student success and preparing students to contribute to economic development. (Mission Statement, Page 1)

2. Strategic Priorities / Strategic Goals

Strategic Plan:

Goal 1: Enhancing Student Success
- *Section:* "Increase student retention, completion, and success rates through innovative teaching and support services."
- *Alignment:* The addition of an instructor allows for smaller class sizes and more personalized instruction, leading to improved student retention, completion, and success. Updated equipment enhances hands-on learning, making students more proficient and better prepared for industry demands. (Strategic Plan, Goal 1, Page 4)

Goal 2: Expanding Access to Education
- *Section:* "Increase access to education by offering more flexible and diverse learning opportunities."
- *Alignment:* Improving the program's resources and capacity through additional instructional support and modernized equipment expands access to quality cosmetology education. This helps accommodate growing enrollment and allows for a more inclusive and flexible learning environment. (Strategic Plan, Goal 2, Page 6)

Goal 3: Enhancing Institutional Effectiveness
- *Section:* "Ensure institutional effectiveness through continuous improvement in operational efficiency, resource management, and professional development."
- *Alignment:* The request supports institutional effectiveness by modernizing equipment, which leads to more efficient operations, reduced maintenance costs, and better resource utilization. Adding another instructor helps distribute the workload and ensures a higher quality of education, contributing to continuous program improvement. (Strategic Plan, Goal 3, Page 8)

Equity, Diversity, and Inclusion (EDI) Plan:

Goal: Promoting Equity in Education
- *Section:* "Ensure equitable access to high-quality education for all students, regardless of background or barriers."
- *Alignment:* By updating equipment and increasing instructional capacity, we ensure that all students, including those from underrepresented or disadvantaged backgrounds, have access to high-quality education. This supports equity in learning opportunities and outcomes within the cosmetology program. (EDI Plan, Page 3)

3. Educational Master Plan

Educational Master Plan (EMP) Overview:

The Barstow Community College Educational Master Plan (EMP) 2024-2029 provides a strategic framework to guide the college's academic priorities, student success goals, and institutional growth over the next five years. The EMP aligns with the college's mission to provide quality education to a diverse community of learners. Key areas of focus include academic program development, student success initiatives, faculty and staff development, technology and facilities planning, and fostering equity, diversity, and inclusion (EDI). This

plan ensures that BCC remains responsive to the needs of students and the local community, driving both academic excellence and workforce readiness.

4. Others: Such as Technology Plan , Facilities Master Plan, HR Staffing Plan, Professional Development Plan

ADMINISTRATIVE USE

Administrator: _____   Title: _____

Comments/Recommendations:

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Signature: _____   Date: _____

Administrator: _____   Title: _____

Comments/Recommendations:

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Unit Priority Ranking: _____ of _____

BUDGET INFORMATION
*(This section **MUST** be completed)*

Budget Program Number: _____   ☐ Restricted   ☐ Unrestricted

Comments regarding Budget Information: _____

Signature: _____   Date: _____

BUDGET ALLOCATION PROPOSAL

Date: 9/4/24		**Originator:**	Carole Blake; Austin Spangler
Program or Department Name:			Cosmetology
Dean/Vice President/Supervisor:			Emily Garrison/Jennifer Rodden

What are you requesting? *(Brief)*   Program budget reform

Amount Requested: 8,000   ☒ One-time Funding   ☐ Ongoing Funding

Funding Source (if known):

REQUEST TYPE:

☐ Personnel/Staffing *Complete Personnel/Staffing section below* ☐ OTHER	☒ Technology Resource *Complete Technology section below*	☐ Facilities Resource *Complete Facilities section below*	☐ Professional Development *Complete Professional Development section below*

PERSONNEL/STAFFING REQUEST

Is the position request for: ☐ Faculty   ☐ Classified   ☐ Management/Confidential

Is the position requested: ☐ A new classification (Attach *proposed* job description, or *detailed* list of proposed duties)

☐ An existing classification   *Official Job Title:*

Is the position requested: ☐ Full Time ☐ Part Time: ____ Months/Year   ____ Hours/Week

TECHNOLOGY RESOURCE REQUEST

Indicate the category of the request:

☒ Hardware   ☐ Software   ☒ Printer/Copier   ☐ Network   ☐ Audio-Visual   ☐ License/Maintenance

Indicate the intended users: ☐ Students   ☐ Faculty   ☐ Staff   ☐ Other

We would like a new copy machine for instructor use as well as a new projector or smart board for our classrooms or even salon. We would also Like to incorporate a program called guest vision to record student hours, inventory and book clients.

Is training required? ☒ No   ☐ Yes   Explain:

How will it be secured? ☐ Alarm   ☒ Secure Room   ☐ Secure Cabinet   ☐ Cable/Lock   ☒ Password

Have you completed and attached the Technology Assessment Form?

FACILITIES RESOURCE REQUEST

Indicate the intended users: ☒ Students   ☒ Faculty   ☒ Staff   ☐ Other

Is maintenance required?   ☐ No   ☒ Yes   Explain: Hook up equipment etc.

PROFESSIONAL DEVELOPMENT REQUEST

Indicate the intended users:	☒ Students	☒ Faculty	☒ Staff	☐ Other

Do other internal areas/departments need to be involved? ☐ No ☐ Yes Explain: No, these updates are specific to cosmetology

Is technology needed? ☐ No ☒ Yes Explain: Yes computers to take notes, pictures, data recovery, potential purchases from hair shows etc.. For program needs. Record student hours, inventory and book clients

1. Why is the request being made?

Reason for Request:

In order to enhance the effectiveness and relevance of our cosmetology program, it is essential to address both the need for updated equipment and the incorporation of an additional instructor. This request is driven by several key factors:

1. **Increased Student Enrollment:** Our program has seen a significant increase in student enrollment over the past year. To maintain high-quality instruction and ensure personalized attention, additional instructional support is required. This will enable us to better manage class sizes, facilitate hands-on learning, and provide tailored feedback, which is crucial for skill development in cosmetology.
2. **Technological Advancements and Industry Standards:** The cosmetology field is rapidly evolving with new techniques, tools, and technologies emerging regularly. Updating our equipment will ensure that students are trained with the latest industry standards, making them more competitive and proficient in their skills. Modern equipment not only enhances learning outcomes but also aligns with industry expectations, providing students with a relevant and up-to-date education.
3. **Enhanced Learning Experience:** With the integration of a new instructor and upgraded equipment, students will benefit from a more dynamic and engaging learning environment. This will facilitate a more comprehensive and hands-on approach to education, where students can practice and perfect their skills using state-of-the-art tools, ultimately improving their readiness for professional practice.
4. **Program Reputation and Competitiveness:** By investing in additional instructional support and modernizing our equipment, we are demonstrating our commitment to excellence in education and aligning our program with current industry practices. This not only enhances our program's reputation but also attracts prospective students who are seeking a high-quality, forward-thinking educational experience.
5. **Improved Student Outcomes:** An additional instructor allows for more individualized attention, which can significantly improve student outcomes. With more instructors, we can offer smaller class sizes, more detailed feedback, and additional support, which collectively contribute to better performance, higher student satisfaction, and successful career placements.

In conclusion, requesting an update of our equipment as a vital step to ensure our cosmetology program remains at the forefront of the industry, provides exceptional learning experiences, and meets the evolving needs of our students and accurately recording of student hours and provide salon guests with an easy booking experience.

2. a) Where in the Program Review/Annual Update is the request supported? Include the text from the Program Review AND cite the applicable section number(s).

    > Program Reform and Program Growth

    b) Explain how the request is supported with information gathered from the assessment of outcomes (Student Learning Outcomes, Program Level Outcomes, Service Area Outcomes, or Administrative Unit Outcomes).

    > It will improve resources and be helpful in the growth of the program

    c) How was this included in the Area Goals section of your Program Review? Please cite section/item number and include the text.

    > Please see the program goals for explanation specifically goal #1 and speak with Current FT Faculty to discuss this further.

3. If this item is approved, what departments or resources are needed, or would be affected, when implementing or developing it, on both a short-term and a long-term basis? Have they been notified? Example: Technology Assessment Form
    (This question is not required for Personnel/Staffing requests.)

    > **Departments/Resources Affected:**
    >
    > 6. **Facilities and Maintenance**
    >   - *Short-Term:* Assessing and preparing space or infrastructure for new equipment.
    >   - *Long-Term:* Ongoing maintenance and support for the new equipment.
    >   - *Notification:* Preliminary discussions have occurred, formal notifications pending approval.
    > 7. **Finance and Budgeting**
    >   - *Short-Term:* Allocation of funds for equipment purchase and instructor salary.
    >   - *Long-Term:* Budget planning for ongoing costs, including maintenance and staffing.
    >   - *Notification:* Finance has been notified and is ready to allocate resources as needed.
    > 8. **Information Technology (IT)**
    >   - *Short-Term:* Installation, integration, and support for any new digital equipment.
    >   - *Long-Term:* Ongoing technical support and updates.
    >   - *Notification:* IT is aware of potential needs and is prepared to assist.

- *Long-Term:* Ongoing curriculum development to align with industry standards.
- *Notification:* Academic Affairs has been notified and is ready to support changes.

Notification Status: All relevant departments have been notified to varying degrees. Formal notifications and coordination will be initiated upon approval.

4. a) How will this resource improve student success or institutional services?

Enhanced Learning Environment:

- *State-of-the-Art Facilities:* Upgrading equipment ensures that our facilities are aligned with current industry standards, creating a modern, professional learning environment. This environment not only enhances the learning experience but also increases student satisfaction, retention, and enrollment.
  Alignment with Industry Standards:
  - *Relevance and Competitiveness:* By staying current with industry advancements, the program ensures that students are learning relevant skills that meet employer expectations. This increases their employability and strengthens the institution's reputation for producing highly qualified graduates.
  Support for Institutional Services:
- *Improved Efficiency:* With up-to-date equipment, institutional services such as IT and maintenance will benefit from streamlined operations, fewer repairs, and better resource allocation. This allows for more efficient use of institutional resources.
- *Program Growth:* The enhanced program can attract more students, leading to growth in enrollment, which supports the institution's mission of providing quality education to a broader audience.

these resources will directly contribute to student success by improving the quality of education and hands-on training, while also enhancing institutional services by aligning them with modern industry practices and promoting growth.

b) What data will you gather and analyze to demonstrate that your proposal is meeting this goal(s)?

Student Performance Data:
- *Licensure Exam Pass Rates:* Track and compare pass rates on state cosmetology licensure exams before and after implementation to assess whether the enhanced resources are contributing to improved exam performance.
- *Course Completion Rates:* Analyze course completion rates to determine if the additional instructor and updated equipment are reducing dropout rates and improving student retention.

Student Satisfaction Surveys:
- *Student Feedback:* Collect and analyze feedback through surveys focusing on the perceived effectiveness of instruction, quality of equipment, and overall

satisfaction with the program. Surveys will be conducted at the end of each term to gauge ongoing impact.

Enrollment and Retention Data:

- *Enrollment Trends:* Monitor changes in enrollment numbers to see if the updated resources attract more students to the program. This will include tracking new student enrollment and comparing year-over-year growth.
- *Retention Rates:* Analyze retention data to assess whether students are staying in the program at higher rates, which would indicate increased satisfaction and success with the improved resources.

Equipment Utilization and Maintenance Reports:

- *Usage Logs:* Track the utilization of updated equipment to ensure it is being fully integrated into the curriculum and effectively supporting student learning.
- *Maintenance Records:* Analyze maintenance and repair records to assess the longevity and effectiveness of the new equipment. Efficient use and minimal downtime will indicate successful integration.

Instructor and Faculty Feedback:

- *Instructor Surveys:* Collect feedback from instructors to gauge whether the addition of another faculty member and the updated equipment have improved instructional quality, reduced workload, and enhanced student learning outcomes.

The data will be regularly analyzed and compared to baseline data gathered before the implementation of these resources to measure progress and determine the overall effectiveness in achieving the stated goals.

5) Describe how your request is aligned with as many of the college's strategic planning documents as applicable. (If the request does not align with a document, indicate N/A.)

Please be specific and provide detail, ensuring a clear correlation between content of referenced document and the request. Cite the section and page numbers where the correlation can be found.

(Follow the links to access each document)

1. Mission Statement

Barstow Community College Mission Statement: The request aligns with Barstow Community College's mission to "provide quality educational programs and services to a diverse community of learners that promote student success, foster economic development, and enhance the quality of life in the communities we serve." By hiring an additional instructor and updating equipment for the cosmetology program, we enhance the quality of education provided to students, equipping them with the skills needed to succeed in the cosmetology industry. This directly supports the mission by promoting student success and preparing students to contribute to economic development. (Mission Statement, Page 1)

2. Strategic Priorities / Strategic Goals

Strategic Plan:

Goal 1: Enhancing Student Success
- *Section:* "Increase student retention, completion, and success rates through innovative teaching and support services."
- *Alignment:* The addition of an instructor allows for smaller class sizes and more personalized instruction, leading to improved student retention, completion, and success. Updated equipment enhances hands-on learning, making students more proficient and better prepared for industry demands. (Strategic Plan, Goal 1, Page 4)

Goal 2: Expanding Access to Education
- *Section:* "Increase access to education by offering more flexible and diverse learning opportunities."
- *Alignment:* Improving the program's resources and capacity through additional instructional support and modernized equipment expands access to quality cosmetology education. This helps accommodate growing enrollment and allows for a more inclusive and flexible learning environment. (Strategic Plan, Goal 2, Page 6)

Goal 3: Enhancing Institutional Effectiveness
- *Section:* "Ensure institutional effectiveness through continuous improvement in operational efficiency, resource management, and professional development."
- *Alignment:* The request supports institutional effectiveness by modernizing equipment, which leads to more efficient operations, reduced maintenance costs, and better resource utilization. Adding another instructor helps distribute the workload and ensures a higher quality of education, contributing to continuous program improvement. (Strategic Plan, Goal 3, Page 8)

Equity, Diversity, and Inclusion (EDI) Plan:

Goal: Promoting Equity in Education
- *Section:* "Ensure equitable access to high-quality education for all students, regardless of background or barriers."
- *Alignment:* By updating equipment and increasing instructional capacity, we ensure that all students, including those from underrepresented or disadvantaged backgrounds, have access to high-quality education. This supports equity in learning opportunities and outcomes within the cosmetology program. (EDI Plan, Page 3)

3. Educational Master Plan

Educational Master Plan (EMP) Overview:

The Barstow Community College Educational Master Plan (EMP) 2024-2029 provides a strategic framework to guide the college's academic priorities, student success goals, and institutional growth over the next five years. The EMP aligns with the college's mission to provide quality education to a diverse community of learners. Key areas of focus include academic program development, student success initiatives, faculty and staff development, technology and facilities planning, and fostering equity, diversity, and inclusion (EDI). This plan ensures that BCC remains responsive to the needs of students and the local community, driving both academic excellence and workforce readiness.

4. Others: Such as Technology Plan , Facilities Master Plan, HR Staffing Plan, Professional Development Plan

Facilities Master Plan:

Goal: Modernizing Learning Spaces
- *Section:* "Upgrade and maintain facilities to support modern teaching and learning environments."
- *Alignment:* This request aligns with the Facilities Master Plan by modernizing cosmetology labs and classrooms with updated equipment, ensuring our learning spaces support current industry practices and create an optimal environment for skill development. (Facilities Master Plan, Page 5)

Technology Plan:

Goal: Supporting Technological Advancements in Education
- *Section:* "Enhance technology infrastructure to support academic programs and improve the student learning experience."
- *Alignment:* Integrating updated, industry-standard equipment into the cosmetology program aligns with the Technology Plan's objective to enhance the technological capabilities of academic programs, improving students' hands-on experience and preparation for the workforce. (Technology Plan, Page 7)

ADMINISTRATIVE USE

Administrator: _____ Title: _____

Comments/Recommendations:

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Signature: _____ Date: _____

Administrator: _____ Title: _____

Comments/Recommendations:

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Unit Priority Ranking: _____ of _____

BUDGET INFORMATION
*(This section **MUST** be completed)*

Budget Program Number: _____ ☐ Restricted ☐ Unrestricted

Comments regarding Budget Information: _____

Signature: _____ Date: _____