
Cosmetology

Cycles included in report:
Cycle #3 8/1/14 to 7/31/15

Program Name: Cosmetology

Program Cycle: #3 8/1/14 to 7/31/15

1 Program Summary

The Cosmetology Program was established with the intent of providing a career program to the community and to the college in the fields of Cosmetology, Esthetics and Nail Technology. Not only do we provide services to the public at a more than reasonable rate we provide a hands on learning experience for our students. The students provide services that surrounding salons offer in addition to what the Kansas State Board of Cosmetology requires. The curriculum prepares the student for taking the Kansas State Board of Cosmetology exams in both theory and practical application. The following course descriptions explain in more detail what is covered throughout each semester of Cosmetology, Esthetics, and Nail Technology.

Basic Cosmetology Course Description:

This program content includes theory and skill building in professional image, salon ecology, trichology, hair design and hair sculpture. The fundamentals of chemical services including permanent waving, chemical hair relaxing, hair coloring and hair lightening are introduced. Upon successful completion of the course, students will have a solid foundation and are prepared to take Clinical Cosmetology.

Clinical Cosmetology Course Description:

This course provides continuing skill instruction, in the classroom and salon, in chemical processes, hair sculpture, and hair design. Students will study chemistry, electricity, anatomy and physiology. Nail Technology skills including the artistic application of artificial nails and instruction in determining nail disorders will be studied. Students will also gain knowledge of the structures and functions of the skin, including identifying diseases and disorders. Upon successful completion of this course, students are prepared to take Advanced Cosmetology as well as the written/theory portion of the Kansas State Cosmetology Board exam.

Advanced Cosmetology Course Description:

The course completes the students preparation for the Kansas State Board of Cosmetology practical exam. The students will be able to follow the laws pertaining to the practice of Cosmetology in Kansas. In this course students learn advanced techniques in the areas of haircutting and hair color design. In addition, the student will be introduced to decision-making skills in the area of salon business. This includes start-up, choosing the appropriate form of ownership, marketing, financial planning and management of a small business. The student will have acquired basic skills to fill a position in the field of Cosmetology.

Esthetics Course Description:

This course has been designed to provide the student with the skills required to render professional skin care services. The student will thoroughly understand the theory and practical applications of all pertinent subjects dealing with skin care, unwanted hair removal and the application of cosmetics. Students will achieve the physical dexterity and manipulative skills required of the professional esthetician. The subject areas covered in this course include, but are not limited to, anatomy and physiology, disorders of the skin, cleansing and massaging, machines and apparatus for professional skin care, advanced topics in esthetics, color theory, hair removal, sanitation, chemistry and business practices. In addition, students will be introduced to financial planning, managing the small business, and various advanced techniques. There will be extensive preparation for the student to take the State Board of Cosmetology examinations for Estheticians. Graduating students will be better qualified to enter the job market and to realize their career goals.

Nail Technology Course Description:

This course provides the student with an understanding of the purpose and effect of manicures, pedicures and nail enhancements, as well as a working knowledge of the equipment, implements, supplies and products used in these areas. The student will also be instructed in the proper preparation and procedures involved in performing the aforementioned procedures. The course will also provide the student with a practical knowledge of public sanitation and an understanding of the general concepts of chemistry, the chemical composition on professional products, chemical safety and OSHA regulations applicable in the professional beauty industry. The students will be provided with an understanding of basic anatomy, physiology and histology of the human body, a working knowledge of

the structure, composition, growth, regeneration, irregularities, and diseases of the natural nail and the structure, functions, growth, regeneration, and disorders of the skin as well as an understanding of the muscles, nerves and blood, their structure and functions. This course offers sound lessons in exceptional client service in addition to hands on step-by-step procedures that are essential for a nail technician.

Cosmetology [PDF 730 KB 9/3/14]

Faculty and Staff [DOCX 12 KB 4/13/15]

HandbookProgramReviewFall2014 [PDF 2,136 KB 9/2/14]

1.1 Degree Offerings

Cosmetology, AAS
Associate of Applied Science Degree

Option 1 - No Professional Licensure
AVCO 110 Introduction to Cosmetology- 21
AVCO 112 Clinical Cosmetology- 12
AVCO 114 Advanced Cosmetology- 12
Total Hours = 45

OR

Option 2 - With Nail Technology Licensure
AVCO 110 Introduction to Cosmetology- 21
AVCO 112 Clinical Cosmetology- 12
AVCO 115 Cosmetology with Nail Technology License- 12
Total Hours = 45

OR

Option 3 - With Esthetics Licensure
AVCO 110 Introduction to Cosmetology- 21
AVCO 112 Clinical Cosmetology- 12
AVCO 116 Cosmetology with Esthetics License- 12
Total Hours = 45

OR

Option 4 - With Both Nail Technology & Esthetics Licensure
AVCO 110 Introduction to Cosmetology- 21
AVCO 115 Cosmetology with Nail Technology License- 12
AVCO 116 Cosmetology with Esthetics License- 12
Total Hours = 45

General Education Requirements

Elective- 3
Communication Elective- 3
Humanities Elective- 3
Social Science and/or Economics Elective- 3
Science and/or Math Elective- 3
Health and/or Physical Education Elective- 1
ENGL 121 Composition I- 3
Total Hours = 19

Total Program Hours = 64

1.2 Certificate Offerings

Nail Technology Certificate

Required Course

AVCO 102 Nail Technology- 17
 Total Program Hours = 17

Esthetics Certificate**Required Courses**

CO 120 Esthetics- 7
 CO 121 Esthetics Lab- 6
 CO 122 Esthetics Clinical- 2
 CO 127 Intermediate Esthetics- 7
 CO 128 Intermediate Esthetics Lab- 6
 CO 129 Intermediate Esthetics Clinical- 2
 CO 134 Esthetics Essentials- 2
 CO 135 Esthetics Essentials Lab- 2
 CO 136 Esthetics Essentials Clinical- 1
 CO 141 Advanced Esthetics- 5
 CO 142 Advanced Esthetics Lab- 2
 CO 143 Advanced Esthetics Clinical- 2
 Total Program hours = 44

Cosmetology Certificate**Required Courses****Option 1 - No Professional Licensure**

AVCO 110 Introduction to Cosmetology- 21
 AVCO 112 Clinical Cosmetology- 12
 AVCO 114 Advanced Cosmetology- 12
 Total Hours = 45

OR

Option 2 - With Nail Technology Licensure

AVCO 110 Introduction to Cosmetology- 21
 AVCO 112 Clinical Cosmetology- 12
 AVCO 115 Cosmetology with Nail Technology License- 12
 Total Hours = 45

OR

Option 3 - With Esthetics Licensure

AVCO 110 Introduction to Cosmetology- 21
 AVCO 112 Clinical Cosmetology- 12
 AVCO 116 Cosmetology with Esthetics License- 12
 Total Hours = 45

OR

Option 4 - With Both Nail Technology & Esthetics Licensure

AVCO 110 Introduction to Cosmetology- 21
 AVCO 115 Cosmetology with Nail Technology License- 12
 AVCO 116 Cosmetology with Esthetics License- 12
 Total Hours = 45

Total Program Hours = 45

2 Program Resources Revenue

Not included in our program data is the revenue generated from student performed services. Total for

year July 1,2013-June 30, 2014 = \$145,894. Moving forward we will work with IR to pull revenue report to reflect service sales in the program data section of review process.

US Bureau of Labor [PDF 2,392 KB 11/20/14]

WSJ July 5th Article Salon Today [PDF 290 KB 11/19/14]

3 Reflection on Institutional Data

Classes offered in the Cosmetology department are not duplicated in any other area of the college. Faculty must hold current licensure in both instruction and practical area of expertise. Data may not reflect all completers due to variance in program start and end dates. We have noticed a decrease in Nail Technology enrollment about the same time we had a tuition increase and implementation of the COMPASS test for this area. However, with implementing the COMPASS test, data shows 100% completion rate. Esthetics courses experienced a steady increase in enrollment. The Cosmetology courses have seen a growth in completion and a decrease in attrition. We believe this a direct response to additional assessment to students in need. In the assessment process, students identified as below Johnson County Community College School of Cosmetology standards (82%) are provided individual mentoring until such student achieves specific goals set forth by the Cosmetology Program Chair. The specific goals are measurable as defined in the course objectives. These goals are assessed by use of rubrics. Example Goal: Demonstrate competency with all elements of the practical exam for the Kansas State Board of Cosmetology examination.

Our facility is located off campus at the Johnson County Community College West Park site. In compliance with the Kansas Board of Cosmetology state law, we are required to have 50 square feet per student. Therefore our enrollment is limited to our space at West Park. In the past year, the West Park campus has undergone construction in the parking lot. This directly affected our clientele access to our facility.

Our program does not follow the traditional class scheduling. The courses do not finish on a standard time frame thus showing a fluctuation in completion rates. For example, the part time esthetics program begins every 18 months. Therefore, the graduates will only be reflected every other year.

Not included in our program data is the revenue generated from student performed services. Total for year July 1,2013-June 30, 2014 = \$145,894. Moving forward we will work with IR to pull revenue report to reflect service sales in the program data section of review process.

Follow-Up Report AY 2012-13 [PDF 1,438 KB 11/19/14]

Kansas Board of Cosmetology student pass rates [PDF 158 KB 11/19/14]

4 Student Success

See below:

4.1 Define Student Success

Upon the completion of the Cosmetology, Esthetics, and Nail Technology courses our students are prepared to take the Kansas Board of Cosmetology exams for licensure and enter the Professional workforce in their specific areas.

Our higher standards for learning give our students a more confident approach for entering the industry. Our students must achieve an 82% to successfully complete our courses for certification. The Kansas Board of Cosmetology requires all students achieve a 75% on all state licensing exams.

Please refer to data provided under 3.0. The data reflected is exclusive to Johnson County Community College as our governing board does not share data from other institutions.

4.2 Achieve/Promote Student Success

Students must complete rubrics for each practical service as defined by the Kansas Board of Cosmetology. This is promoted by instructors daily during clinical services provided in a salon setting.

Students are mentored throughout the courses providing input regarding rubric outcome, goal setting, technical and communication skills.

4.3 Successful Transfer

Cosmetology programs do not accept transfer hours.

5 Assessment of Student Learning Outcomes

Assessment&CurriculumChart [XLS 41 KB 9/2/14]

BasicManicureRubric2 [PDF 391 KB 11/20/14]

BasicManicureRubric1 [PDF 276 KB 11/20/14]

BasicManicureRubric3 [PDF 267 KB 11/20/14]

BasicScalpMassageRubric [DOCX 116 KB 11/20/14]

Copy of ProgramQuestionFileView [XLS 42 KB 11/6/14]

DrapeShampooConditionRubric [DOCX 104 KB 11/20/14]

EstheticsRubrics3 [DOC 164 KB 11/19/14]

5.1 Reflection on table provided on assessment.

Students are assessed through observation, exams, and rubrics. Rubrics are a combination of Kansas Board of Cosmetology requirements, Pivot Point textbook (nationally recognized industry curriculum) along with faculty input. Students are observed on the clinic floor during their clinic/lab hours, receiving client and instructor feedback.

5.2 Significant Assessment Findings

Data gathered provides pertinent information for individualized student needs. Students identified through the data as "in need" are given an individual plan of improvement. The program chair/instructor (the same individual) meets with the student weekly to monitor their progress until goals are met.

Students identified as needing additional support are referred to student services division for appropriate action. One example of this is students with disabilities. Our department works with this area to ensure students receive the appropriate accommodations.

5.3 Ongoing Assessment Plans

Student Learning Outcomes are assessed through the use of rubrics, practical evaluations, written and practical exams daily.

6 Curriculum Reflection

We have been a Pivot Point member school since 2003. The Pivot Point program is an international education program highly regarded in the industry for its innovative curricula and industry techniques. Included in the curriculum is Salon Success. This section of the curriculum deals primarily with professionalism. As an integral part of the students education, this is embedded in each area of the curriculum and accessed through daily professionalism points.

Service learning is a requirement of each individual program. Our students and faculty work with programs in the community to provide free services to individuals. For the past 2 years we have hosted an annual "Primp for Prom" event for the Down Syndrome Guild of greater Kansas City. For this event, students from all programs work together establishing a more cohesive environment.

In addition we are currently revising the curriculum to adhere to current industry standards as determined by the cosmetology advisory board.

6.1 Honors Contract(s)

Not applicable

6.2 New Course Offerings

Curriculum realignment is currently in process.

7 Faculty Success

Community service has been an important factor that all faculty have been involved in. Events include: Olathe North Prom event, Down Syndrome Guild Prom event, HR retreat for OHEC employees, Life Skills classes for Olathe district school special needs students, and an American Cancer Society event. Participants in these events were treated to free salon services with students from all areas. These events were chosen by the faculty in consideration of the community's needs. We will continue this service learning opportunity for our students, as we feel it is rewarding to both faculty and students.

7.1 Departmental Accomplishments

Our students are introduced to advanced techniques. These accomplishments include Estheticians being trained in spray tanning, which is a fast growing service in the industry. Nail Technicians have learned the art of gel application. Cosmetology students are being trained in the use of microdermabrasion, which was a goal set in our last program review.

7.2 Faculty Accomplishments

Jennifer Vasquez received certification in Obagi Skincare.
 Rose Rodriguez is a licensed professional and educator in both Esthetics and Nail Technology.
 Kathy Ronning, Dennis Hayden and Kathy Charlton have all completed Adjunct certification training course
 Kelly Geer hold certificates in Cosmetology, Esthetics and Nail Technology
 Sandra Baslock holds certificate in Vivia laser treatment
 Kristin Pflieger is a Prevana certified master colorist
 Meghan Hinojosa holds an American Board Haircolorist certification
 Cheri Nelson, acne certification through Face reality

7.3 Innovative Research, Teaching or Community Service

As part of the program, students are engaged in several community service projects:
 Cut-A-thon to benefit local disadvantaged families
 Down Syndrome Guild Prom Event- students provided free services for attendees of the event
 Locks of Love- collect hair for wig making to benefit cancer survivors
 Safe Home- we provided free hair services to battered women
 TLC- free haircut services for children in foster care
 Olathe School District SPED- provided life skills for the highschoolers throughout the fall semester
 Olathe North Prom Event- provided hair, makeup and nail services for low income students
 Innovative Teaching-
 Faculty have introduced online learning through Pivot Point Artist Access, allowing students availability to review practical demonstrations outside of the classroom
 Video taping of assessments provide immediate feedback for students

8 Goal Setting and Action Plan

8.1 Long-term Goals

1. Market program to area high schools and clinic services to campus employees
2. Increased involvement in curriculum by industry professionals
3. Investigate possibility of moving to the main campus or reducing rental costs some other way

8.1.1 Actions/Resources Required

1. Marketing efforts, while on-going, are a long term goal of the program. The focus is two-fold. High

school students need to become a specific focus due to the SB155 tuition waiver for current Kansas HS students. Creating flyers and posters for distribution to the high schools is a specific goal to be implemented for fall 2015. The other focus is to help increase campus staff/faculty awareness of the salon services and the program overall. This can be accomplished over time by utilizing more of the on-campus marketing resources including the website, publications and document services. By fall of 2015 we would like to have a marketing plan in place for both of these efforts.

2. Increased Industry involvement: Would like to get industry professionals to come and speak/demonstrate latest trends for advancing student skills. Most are not willing to do so without compensation. One strategy would be to utilize members of our advisory board, or recent graduates who would participate to help support the program and as a way to help train future graduates for their own places of employment. As a long term goal we would like to incorporate two additional speakers into each semester by the spring of 2016.

3. Investigating a move to main campus or another affordable location. This would require a commitment by JCCC to investigate facility options, partnerships (like collaborating with a local school district). Considerations would include space for all three programs, parking for customers, and visibility for the public. A move to the main campus specifically would help students feel more involved with campus and encourage student retention to further their education (A.A.S.).

8.1.2 Updates on Long-Term Goals

8.2 Short-Term Goals

1. Implement Pivot Point Artist Access for the Esthetics courses.
2. Offer information sessions monthly regarding all cosmetology programs to increase enrollment. Asking potential students how they heard about our program. Over time this will allow us to evaluate the effectiveness of our marketing strategies.
3. Market our cosmetology salon services through use of fliers and posters to gain more clientele. An example is coupon disbursement at special events and information sessions. Our marketing success will be tracked by the coupons redeemed.

By December 2015, we will have collected data for goals #2 and #3. At that time, we will determine the effectiveness of these strategies.

8.2.1 Actions/Resources Required

1. Agreement needs to be signed for us to implement Artist Access.
2. Develop a process to collect data from all potential students during the time of inquiry.
3. Create a distribution system for coupons and tracking.

8.2.2 Updates on Short-Term Goals

9 Accreditation Standards

Category 1: Helping students learn

Prepare students with recognized industry needed credentials to obtain licensure to enter a career in their field of study.

9.1 Specialized Accreditation

We are accredited through the Kansas Board of Cosmetology, an external governing body that establishes and monitors the curriculum for all cosmetology programs in the state of Kansas. The Board issues inspections of all school facilities twice a year, these visits ensure we are meeting quality standards. See link below for our most recent site visit report. Compliance with board rules and regulations are mandatory for maintaining licensure at the student, instructor and facility level.

Faculty are required by the Kansas Board of Cosmetology to complete an additional 20 hours of continuing education in sanitation, teaching methodology and practical application as it relates to their individual license.

KBOC report [PDF 190 KB 4/28/15]

10 Resource Request/Adjustment

Currently the Cosmetology programs are making changes in the curriculum that would allow for more students being accepted in the program and overlapping of some classes. This would eliminate the need for 1500 hours of coverage by adjunct faculty, cutting the existing budget by approx. \$30,000. The Esthetics program will benefit by utilizing available clinic space for client services resulting in more revenue.

Cosmetology students receiving advanced training in Microdermabrasion techniques will provide those services to clients. Allowing the clients more access to this service thereby utilizing the equipment and increase client retention and revenue. No additional resources required.

We have formed a partnership with JCCC Center for sustainability. Our goal is to incorporate sustainability into each of our programs to prepare knowledgeable spa professionals who practice sustainable behaviors that extend into the local workforce. This partnership has helped with budget saving practices with the purchase of an energy efficient washing machine and micro fiber linens for salon use.

BudgetChart [XLS 2,000 KB 9/2/14]

10.1 Long-range Adjustment to Resources

One of our goals would be to relocate the program to the main campus. This would save \$250,000 in rent and place the students in a more favorable campus environment. Our students would be able to

utilize the campus resources more readily and be more inclined to remain in school and receive their A.A.S. Students and faculty members would be able to access our services thus providing more revenue.

10.2 Educational Technology Support

During the last year, Cosmetology has implemented Pivot Point Artist Access, an online training support. This allows the students access to practical demonstrations they may have missed during an absence. Students can access the site to prepare for state exams. This program will be used in Esthetic classroom by Fall of next year.

We are investigating new scheduling software to provide online appointment booking. The purchase of new software is included in a current ITP request for FY15-16. This would help the front desk run more efficiently as our receptionists are only available on a part time basis. It would also provide technical support that we do not have in evenings or Saturday at this time with our current computer software program.

End of report