

# 2020 Annual Program Review

**Program Name: Cosmetology**

**Program Review Author: Debbie Perret**

**I. PROGRAM DESCRIPTION:** In one or two paragraphs, provide a description of the primary goals of your program or service area. Attach an appendix to describe your program or service area in more detail, if needed.

*Note: If no changes have occurred, feel free to copy and paste from your last review. If it exists, feel free to copy the brief description of your program from the college catalog: <http://www.smc.edu/CollegeCatalog/Pages/default.aspx>*

SMC's Cosmetology Department — an exciting place of color, shape, and beauty — offers the education students need to succeed in the cosmetology, skin care, and nail care industries. These well-established programs will prepare students for a career as a platform artist, educator, stylist, colorist, salon owner, sales representative, and makeup artist, as well as offer students the opportunity to work in the television and movie industries, or on cruise ships. This program prepares students to take the State board examination for a cosmetology license.

## II. PROGRESS SINCE LAST REVIEW (LAST YEAR'S OBJECTIVES)

Identify the original objectives from your last review, as well as any objectives that emerged during the year (if applicable). For each objective, determine status and explanation for status.

Objective	Status (Check one)	Status Explanation
Increasing enrollment and retention is an on-going project. We continue to with the campus at large as far as increasing our profile in the community and we have increased our presence in high schools. Marketing efforts are being made by update the department website.	<input type="checkbox"/> Not Completed <input checked="" type="checkbox"/> In Progress <input type="checkbox"/> Completed	Enrollment and retention is an ongoing effort. The AA is now able to make changes to the updated website. Due to Covid-19 outreach and attendance to high schools and career day have been temporarily halted.
Our goal was to create a multi-functional and technologically relevant learning environment that is attractive to both current and prospective students. In 203-14 the department got 5 iPads for faculty to use while teaching, a white board, wall mount and projector with Perkins funds. In 2014-15 the department received Double-sided stainless-steel stations, manicuring tables, styling chairs and a quiet curtain to help with the noise from a neighboring classroom. In 2015-16 the department received and L-shaped reception desk to update the reception area and make it more esthetically pleasing. Also, that year the department received the flip top	<input type="checkbox"/> Not Completed <input checked="" type="checkbox"/> In Progress <input type="checkbox"/> Completed	While the department has received some equipment from the Perkins grant the facility itself is in dire need of updating. The floors, paint, shampoo stations, skink stations are in dire need of remodeling. The murphy style facial beds need replacing. Two beds have detached from the wall while students were using them. The department is working with the District and Perkins funds to facilitate improvements.

stations for classroom Bus 134B and more stainless-steel stations for the salon floor. In 2017-18 the department received 10 multi-functional facial steam machines for the skin care classroom 143D. Other materials that were received were a wig dryer, Lisa massage doll heads and airbrush machines and to improve the learning experience of students. 2018-19 two full time faculty received a stipend to research and develop a barbering program.		
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Click or tap here to enter text.	<input type="checkbox"/> Not Completed <input type="checkbox"/> In Progress <input type="checkbox"/> Completed	Click or tap here to enter text.

### III. ACHIEVEMENTS

**(Optional)** List any notable achievements your program accomplished in the last year.

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The department was able to get two new full-time faculty Jacqueline Monge and Samantha Manuel. The first barber cross over students completed the program and passed the State Board of Barbering Exam in Spring 2020.

### IV. CURRENT PLANNING AND RESOURCE NEEDS

#### Part 1: Narrative

Broadly discuss issues or needs impacting program effectiveness for which institutional support or resources will be needed for the next academic/fiscal year.

The cosmetology department in Business 143 is in dire need of remodeling. The floors and paint have not been updated in many years. They are disgusting and beyond repair. Replacement of new floors is vital especially in the wake of Covid-19. The sanitizing stations/sinks are falling apart and also in need to remodeling. The murphy style facial beds need replacing. Two of the beds fell off the wall while students were providing a facial service putting themselves and other at risk. The shampoo stations are also very old and recently flooded the department chairs office.

#### Part 2: List of Resources Needed

Itemize the specific resources you will need to improve the effectiveness of your program, including resources and support you will need to accomplish your objectives for next year.

*While this information will be reviewed and considered in institutional planning, the information does not supplant the need to request support or resources through established channels and processes.*

Resource Category	Resource Description/Item	Rationale for Resource Need (Including Link to Objective)
<b>Human Resources</b>	Click or tap here to enter text.	Click or tap here to enter text.
<b>Facilities</b> ( <i>info inputted here will be given to DPAC Facilitates Comm.</i> )	Floors, paint walls, 5 sink stations, 12 shampoo stations and chairs, 10 murphy facial beds, computer and projector for classroom 143D	Updated in needed to be industry standard and competitive with other institutions.
<b>Equipment, Technology, Supplies</b> ( <i>tech inputted here will be given to Technology Planning Committee</i> )	Time Card system that is linked to the Cosmetology Time Card management system and the time clock for students clocked hours and operations.	AA spends many hours weekly to input 565 students clocked hours and operations manually.
<b>Professional Development</b>	On line training	All classes have gone remote

**V. CHALLENGES RELATED TO SPRING 2020 COVID-19 CRISIS AND RESPONSE:**

List significant challenges your program faced in Spring 2020 due to COVID-19. Please also Include your responses and solutions to this crisis.

Faculty made a huge effort to run all the cosmetology classes Spring 2020 on line. Most faculty had very little knowledge or training previously of Canvas or Zoom. Many instructors have a very difficult time and lack even basic computer skills. Cosmetology kits were not available to students partly due to bookstore issues and the distributor was shut down. Supplies that were normally provided to the students during class were difficult to distribute to students after the shutdown. The time card system, that tracks student hours and operations, that was in place needed to be revised completely. It was very difficult to figure out how to teach a hands-on program online. Instructors have come up with creative ways to educated and asses students. As of now the process of teaching cosmetology online has smoothed out although some best practices are still being refined.

**VI. THE NEXT SECTION IS FOR CTE PROGRAMS ONLY**

**PARTNERSHIPS:**

**Part 1: Industry advisory meeting dates and attendance for 2019-2020.**

Date of Meeting	# of SMC Attendees	# of Non-SMC Attendees
Meeting was canceled due to Covid-19.	Click or tap here to enter text.	Click or tap here to enter text.
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**Part 2: Employer partnerships/collaborations for 2019-2020. Identify the most salient partnerships or collaborations.**

Employer Name	Type of partnership or Collaboration <ul style="list-style-type: none"> <li>• Advisory attendance</li> <li>• Internship site</li> <li>• Donations</li> <li>• Job placement</li> <li>• Other</li> </ul>	Optional: Additional information about partnership or collaboration
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**CONGRATULATIONS – that’s it! Please save your document with your program’s name and forward it to your area Vice President for review. Please CC or send a copy to Stephanie Amerian and Erica LeBlanc.**

**The following section will be completed by your program’s area VP**

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**Vice Presidents:**

First, please let us know who you are by checking your name:

- Christopher Bonvenuto, Vice President, Business and Administration
- Don Girard, Senior Director, Government Relations & Institutional Communications
- Sherri Lee-Lewis, Vice President, Human Resources
- Jennifer Merlic, Vice President, Academic Affairs
- Teresita Rodriguez, Vice President, Enrollment Development
- Michael Tuitasi, Vice President, Student Affairs

Next, please check this box to indicate that you have reviewed the program’s annualreport Provide any feedback and comments for the program here:

Click or tap here to enter text; the box will expand when you enter text.

Finally, please **save the document** and email it to both Stephanie Amerian ([amerian\\_stephanie@smc.edu](mailto:amerian_stephanie@smc.edu)) and Erica LeBlanc ([leblanc\\_eric@smc.edu](mailto:leblanc_eric@smc.edu)). If you have any questions, please contact us!

Thank you for your input!