

Cosmetology - Division 50 - Career Technical Education - Cosmetology

I. Main

Overview

Academic Year 2024 - 2025

Originator Ramirez, Gilbert

Division Division 50 - Career Technical Education

Department Cosmetology

Programs

II. Co-Contributors

Questions? Find answers in [CurricUNET User Manual](#).

Contributor

Open the Form Properties to select co-contributors and assign permissions.

III. Annual Update

1. Previous Goals Launch the Esthetics program within three years

Proposed Activity to Achieve Goal:

Hire qualified instructors to ensure proper student training towards licensing

Responsible Party:

Dean and faculty

Total Three Year Resource Allocation Request:

90000

Timeline to Completion Month / Year:

5/24

How Will You Evaluate Whether You Achieved Your Goal:

The program is active, students are enrolled, faculty are hired.

Please describe your status (No more than 200 words)

We hired aesthetics instructors to begin the Esthetics program.

Did you request the same resources the previous year? If so, what was the result? Has there a been a significant change since your request?)

Yes, we were able to restart the Esthetics program with new instructor.

Alignment to Strategic Goal

Alignment to SLO or SAO SLO

Describe the connection of Goal to Mission Statement, Strategic Plan and SLO/SAO Results

Mission Statement

We are able to offer classes to train students as estheticians to be licensed by the Board of Barbering and Cosmetology, and have the opportunity to work in the skin care field/

Proposed Activity to Achieve Goal

Hired two instructors to share the cos 220 and cos 221 classes

Responsible Party Gilbert Ramirez

Timeline to Completion: Semester/Year 8/26

How Will You Evaluate Whether You Achieved Your Goal

With the hiring of new instructors to teach the Esthetics classes.

Additional Comments

2. New Goal

Hire a full-time office assistant for the Cosmetology program

Please describe your status (No more than 200 words)

Our program is in need of a full-time office support person to maintain records needed for student success and to support instructors throughout the school year. This position did have a full-time person in the past but was reduced. We need someone to be available throughout the day to provide valuable support to our program

Alignment to Strategic Goal

Alignment to SLO or SAO SLO

Describe the connection of Goal to Mission Statement, Strategic Plan and SLO/SAO Results

Mission Statement

Full-time support staff will ensure we can maintain records for the cosmetology and Esthetics programs. This will ensure students will be able to apply and become licensed to work as either a cosmetologist or licensed aesthetics stylist.

Proposed Activity to Achieve Goal

Push through to have a full-time support person through administration.

Responsible Party Gilbert Ramirez

Timeline to Completion: Semester/Year 12/15/26

How Will You Evaluate Whether You Achieved Your Goal

With the hire of a full-time office support person.

Additional Comments

3. New Goal

Full-time Cosmetology instructor

Please describe your status (No more than 200 words)

We currently have two instructors teaching the same students in the same class. They split the week (two days each). It would be best if we can have one dedicated instructor teaching one class for better instruction and less confusion.

Alignment to Strategic Goal

Alignment to SLO or SAO SLO

Describe the connection of Goal to Mission Statement, Strategic Plan and SLO/SAO Results

Mission Statement

Full-time staff will allow for smoother instruction for each class being offered. Consistency with instruction is important for student learning.

Proposed Activity to Achieve Goal

apply for full-time instructors

Responsible Party Gilbert Ramirez

Timeline to Completion: Semester/Year 8/26

How Will You Evaluate Whether You Achieved Your Goal

With full-time hire.

Additional Comments

4. New Goal

Teacher assistant for lab class in Cos 200

Please describe your status (No more than 200 words)

There is a demand for Cos 200 to increase the number of students allowed in the classroom. We continually reach the maximum allowed students to enroll in the program. With a teacher assistant, we would be able to increase the number of enrolled students

Alignment to Strategic Goal

Alignment to SLO or SAO SLO

Describe the connection of Goal to Mission Statement, Strategic Plan and SLO/SAO Results

Mission Statement

Lab assistant will increase learning and assist with student training.

Proposed Activity to Achieve Goal

Interview and hire lab assistant

Responsible Party Gilbert Ramirez

Timeline to Completion: Semester/Year 8/26

How Will You Evaluate Whether You Achieved Your Goal

with hiring of lab assistant

Additional Comments

IV. Resource Requests

Click Add Item to Enter a Resource Request

V. Executive Summary

Please provide a brief executive summary regarding program trends and highlights that surfaced in the writing of this report. Summarize, using narrative, your program goals for this year. Your audience will be your Peer Review Team, the program review Committee, President's Cabinet, Dean's Council, ASGC, Academic Senate, Budget Committee and Board of Trustees (300 words or less).

Our program continues to have more than one instructor teaching the same students in one class setting. We would like to have a dedicated instructor for the aesthetics class and for the Cos 200 classes. Having one instructor for each class would ensure a stable learning environment for the students. With the increase of students in our program we have a need for a full-time office assistant to maintain State-regulated paperwork as well as program needs.

VI. Attach Files

If there is any additional information regarding your program that you will like to have uploaded, please attach it here.

Attached File