

Comprehensive Program Of Cosmetology For 2021-2022

Prepared by
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Independence
COMMUNITY COLLEGE

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1.0 Program Data and Resource Repository

1.1 Program Summary

The program should provide a descriptive summary of the program.

Narrative:

The Cosmetology program provides training on a vocational level for people interested in preparing themselves for employment in the field of Cosmetology. It is a 1500 clock hour, three-semester program. Students enroll in 18 credit hours the first semester, 16 credit hours the second semester, and 16 credit hours the third semester. After the student has completed 320 clock hours of instruction, appointments with clients may be scheduled to simulate a professional day in a typical salon. In Fall of 2018 we started a part time high school program for seniors to complete a semester worth of courses over their senior year of high school and then transition to a full-time student and complete the last two semesters of the program. Moving forward we are restructuring the high school program to allow juniors to start as well. Students will be enrolled in one course each semester while still in high school and transition to full time once graduated.

Upon completion of the 1500 clock hours and 50 credit hours of course work, students receive a certificate in Cosmetology. Students can complete 15 General education credit hours to earn an Associates of Applied Science. Once a student has completed the program and passed a written theory and written practical examination governed by the Kansas Board of Cosmetology, they are ready to enter the workforce at an entry level position.

1.2 Quantitative and Qualitative Data

All programs are provided with the most recent two years of data by the Office of Institutional Research (IR) as well as two-year budget data provided by the Business Office.

The data sets provided by the Office of Institutional Research include the following elements for the most recent two (completed) academic years:

- Number of Faculty (Full Time; Part Time; Total)
- Student Credit Hours by Faculty Type
- Enrollment by Faculty Type
- Faculty Name by Type
- Average Class Size, Completion, and Attrition
- Course Completion, Success and Attrition by Distance Learning v Face-to-Face
- Number of Degrees/Certificates Awarded
- Number of Graduates Transferring (if available from IR)
- Number of Graduates Working in Related Field (technical programs only)
- Expenditures and Revenues

Additional data may also be available for reporting from the Office of Institutional Research, as applicable. Requests for additional data must be made through a data request.

(See Section 1.2 in the Program Review Handbook for more information.)

Narrative:

COS Program Review Data AY 2020

Number of Faculty:

3 full time (T. Lawrence, C. Bailey, A. Stroud)

0 part time ()

Enrollment & Student credit hours by Faculty type:

Full time: 127 total credit hours taught, with 222 total students enrolled

Part time: 0 credit hours taught, 0 total students enrolled

Average Class size:

6.73 students in Face-to-Face classes

0 students in online classes

6.73 students across all courses

Completion rates:

98.2% face-to-face

0% online

98.2% all courses

Pass ('D' or better) rates:

97.2% face-to-face

0% online

97.2% all courses

Pass ('C' or better) rates:

91.7% face-to-face

0% online

91.7% all courses

Number of Majors: 15 Cert (5 returned in Fall 2020); 20 AAS (5 returned in Fall 2020)

Degrees Awarded: 3 Cert; 8 AAS

Number of Graduates working in a related field: 9

COS Program Review Data AY 2021

Number of Faculty:

3 full time (Bailey, Lawrence, Stroud)

0 adjunct ()

Enrollment & Student credit hours by Faculty type:

Full time: 118 total credit hours taught, with 187 total students enrolled

Adjunct: 0 credit hours taught, 0 total students enrolled

Average Class size:

5.8 students in Face-to-Face or Hybrid classes

0 students in online classes

5.8 students across all courses

Completion rates:

98.93% face-to-face/hybrid

% online

98.93% all courses

Pass ('D' or better) rates:

97.30% face-to-face/hybrid

% online

97.30% all courses

Pass ('C' or better) rates:

95.14% face-to-face/hybrid

% online

95.14% all courses

Number of Majors: 15 Cert, 11 AAS (5 Cert, 3 AAS returned in Fall 2021—overall retention rate: 73%)

Degrees Awarded: 9 Cert, 6 AAS

Number of Graduates working in a related field: 8

INDEPENDENCE COMMUNITY COLLEGE
Cosmetology
For the Twelve Months Ending Tuesday, June 30, 2020

	Operating Budget	Expense	Encumbered	Remaining
12-510:550	Salary	\$192,809.05		(\$192,809.05)
12-591:598	Fringe Benefits	46,500.05		(46,500.05)
12-601	Travel			
12-602	Food and Meals	113.75		(113.75)
12-606	Student Travel			
12-607	Rentals			
12-611	Postage & Shipping			
12-613	Printing			
12-615	Advertising	163.91		(163.91)
12-616	Promotions			
12-617	Recruiting			
12-619	Animal Food			
12-626	Conference Fees/Registration			
12-631	Telephone			
12-641	Lease/Rental/Lease Purchase	1,980.00		(1,980.00)
12-646	Service Agreements			
12-647	Fuel/Gas			
12-649	Repairs			
12-661	Contract Services			
12-662	Legal Services			
12-663	Consultants			
12-681	Dues/Memberships/Fees	432.00		(432.00)
12-682	Subscriptions			
12-699	Uniforms			
12-700-000	Instructional Supplies	6,919.94		(6,919.94)
12-700-001	Instructional Supplies (Innovation Fee)	6,293.13		(6,293.13)
12-701	Office Supplies	35.97		(35.97)
12-702	Paper Supplies			
12-703	Books			
12-704	Periodicals			
12-705	Media (Videos, DVD)			
12-717	Professional Development			
12-719	Misc. Expenses	487.41		(487.41)
12-850	Equipment- Non-Capital >\$5,000			
12-852	Software & Licenses			
	Total	255,735.21		(255,735.21)

INDEPENDENCE COMMUNITY COLLEGE
Cosmetology
For the Twelve Months Ending Wednesday, June 30, 2021

	Operating Budget	Expense	Encumbered	Remaining
12-510:550	Salary	\$171,450.01		(\$171,450.01)
12-591:598	Fringe Benefits	54,351.04		(54,351.04)
12-601	Travel	283.30		(283.30)
12-602	Food and Meals	27.72		(27.72)
12-606	Student Travel			
12-607	Rentals			
12-611	Postage & Shipping			
12-613	Printing			
12-615	Advertising	63.00		(63.00)
12-616	Promotions			
12-617	Recruiting			
12-619	Animal Food			
12-626	Conference Fees/Registration			
12-631	Telephone			
12-641	Lease/Rental/Lease Purchase			
12-646	Service Agreements			
12-647	Fuel/Gas			
12-649	Repairs			
12-661	Contract Services			
12-662	Legal Services			
12-663	Consultants			
12-681	Dues/Memberships/Fees	51.25		(51.25)
12-682	Subscriptions	825.00		(825.00)
12-699	Uniforms			
12-700-000	Instructional Supplies	6,286.58		(6,286.58)
12-700-001	Instructional Supplies (Innovation Fee)	250.63		(250.63)
12-701	Office Supplies	66.52		(66.52)
12-702	Paper Supplies			
12-703	Books			
12-704	Periodicals			
12-705	Media (Videos, DVD)			
12-717	Professional Development	442.75		(442.75)
12-719	Misc. Expenses	102.38		(102.38)
12-850	Equipment- Non-Capital >\$5,000	1,084.48		(1,084.48)
12-852	Software & Licenses	825.00		(825.00)
	Total	236,109.66		(236,109.66)

2.0 Student Success

2.1 Define Student Success

The program faculty should provide a definition of how student success is defined by the program. *(See Section 2.1 in the Program Review Handbook for more information.)*

Narrative:

For student to be successful in the program they must pass each course with a 75% or higher, clock 1500 clock hours, complete state mandated hands-on practicals, and pass a written theory and written practical exam at State level with a 75% or higher.

See appendix for list of minimum practice on state mandated practicals.

2.2 Achieve/Promote Student Success

The program faculty should describe how the program achieves and promotes student success. *(See Section 2.2 in the Program Review Handbook for more information.)*

Narrative:

Students have access to at least one of their instructors a minimum of 38 face-to-face hours per week. Students are given the information and guidance to succeed and have instructors with them the whole way. Students are encouraged to ask questions and will always get the help they need.

3.0 Assessment of Student Learning Outcomes

3.1 Reflection on assessment

The program faculty should provide a narrative reflection on the assessment of program curriculum. Please provide data gathered for outcomes at both program, course, and general education levels. Please review the Assessment Handbook for resources on gathering this information provided by the Assessment Committee.

Narrative:

The Cosmetology Faculty members have participated in reflection on assessment every semester. We feel this is very important work and it keeps us up to date on what is working and when a change needs to be considered. By assessing each course, we can easily review and make sure that not only course outcomes are being met, but our program outcomes as well.

3.2 Significant Assessment Findings

The program faculty should provide a narrative overview of the program's significant student learning outcomes assessment findings, any associated impact on curriculum, as well as any ongoing assessment plans. The program may attach data charts, assessment reports or other relevant materials. *(See Section 3.2 in the Program Review Handbook for more information.)*

Narrative:

Going over the assessment data we will continue updating products used for services to keep up with the new trends and techniques. This is an ever-changing career path, and we do our best to make sure students have products and up-to-date information. Timing remains a big part of our curriculum. Students are timed when testing out of hands-on practicals to make sure they can perform each service in a timely manner.

Please See Appendix for Course Assessment Data

3.3 Ongoing Assessment Plans

The program faculty should describe ongoing assessment plans and attach any new assessment progress reports for the current or past academic year.

Narrative:

We will stay current with the curriculum mandated by the Kansas Board of Cosmetology. They are currently updating the curriculum and we will implement those changes when the time comes. We will continue with assessment evaluations after each semester and make the necessary changes to ensure the quality of education for our students.

PENDING APPROVAL

4.0 External Constituency and Significant Trends

An important component of maintaining a superior program lies in awareness and understanding of other possible factors that may impact the program and/or student outcomes. After consideration of these other factors, program faculty should document the relevant information within this section. As applicable, this should include the following.

4.1: Program Advisory Committee:

Narrative:

- Include Advisory Member Name/ Title/ Organization/ Length of Service on committee; note the Committee Chair with an asterisk (*).
- Upload meeting minutes from the previous spring and fall semesters and attach in the appendices section (10.0).

Member Name	Title	Organization	Length of service
Chelsea Bailey*	Cosmetology Instructor/Director	Independence Community College	5 years
Angela Stroud	Cosmetology Instructor	Independence Community College	5 years
Lisa Hugo	Local Business Owner	Hugo's Industrial Supply	3 years
Cori Johnson	Cosmetologist	Sonder Salon- Neodesha, KS	3 years
Laura Jamison	Success Coach	Independence Community College	2 years
KyLee Wagner	Cosmetologist	Blush Beauty Bar-Cherryvale, KS	1 year
Jessica Thummel	Cosmetologist	Trackside Salon- Chanute, KS	2 years
Emma Steelman	Cosmetologist	Salon 101- Edna, KS	2 years
Alisa Beecham	Cosmetologist	A Cut Above- Independence, KS	3 years
Taylor Westerhold	Academic & Career Advisor	Cherryvale Middle/High School	1 year
Kim Booe	Cosmetologist	Smart Style- Independence, KS	3 years
Meagan Moore	Coordinator of student life	Independence Community College	2 years

Please See Appendix for Advisory Board minutes.

4.2: Specialized Accreditation:

- Include Accrediting Agency title, abbreviation, ICC contact; Agency contact, Date of Last Visit, Reaffirmation, Next Visit, FY Projected Accreditation Budget.
- Upload the most recent self-study and site visit documents.
- Upload agency correspondence which confirm accreditation status.

Narrative:

Kansas Board of Cosmetology is our accrediting agency. ICC contacts are Chelsea Bailey, Director of Cosmetology and Angela Stroud, Cosmetology Instructor. Kansas Board of Cosmetology contact is Laura Glockner, Executive director. Last inspection was 2/15/2022. Inspections may be done once a quarter, and they are not scheduled. Due to Covid-19 we did not get inspected Spring 2020.

Please See Appendix for Inspection Reports

4.3: Other:

Discuss any external constituencies that may apply to the program. *(See Section 4.3 in the Program Review Handbook for more information.)*

Narrative:

Higher Learning Commission (HLC), the college's regional accrediting body, uses categories to evaluate the culture of continuous quality improvement on campus. We believe we fall under criterion 3 which is teaching and learning, quality, resources and support.

5.0 Curriculum Reflection

5.1 Reflection on Current Curriculum

The program faculty should provide a narrative reflection that describes the program's curriculum holistically. The following are prompts formulated to guide thinking/reflection on curriculum. While presented in question form, the intent of the prompts is to stimulate thought and it is not expected that programs specifically answer each and every question.

- Is the curriculum of the program appropriate to the breadth, depth, and level of the discipline?
- How does this program transfer to four-year universities? (give specific examples)
- What types of jobs can students get after being in your program? (Please use state and national data)
- How dynamic is the curriculum? When was the last reform or overhaul?
- In the wake of globalization, how “internationalized” is the curriculum?
- How does the program assess diversity?
- Does the program have any community-based learning components in the curriculum?

Narrative:

The current curriculum is appropriate for this discipline. The multiple courses keep students engaged and on track while going through the program. We are staying up to date with curriculum changes and are currently getting information from the board about changes that will go into effect next year. We are taking all the necessary steps to implement the new information as we receive it.

The cosmetology program does not include any courses that would transfer to a four-year university.

After completion of the Cosmetology program students can become a stylist (corporate or self-employed), a cosmetology instructor (with further training), platform artist, product ambassador or educator, Wholesale sales representative, management positions at a chain salon, eligible for a state licensing agency job (salon inspector).

The program was last restructured in Fall of 2016 to 16 courses with a total credit hour of 50 instead of a 4-course program with 44 credit hours. We foresee a small restructuring coming soon when the curriculum update from the Kansas Board of Cosmetology is finalized with added services that need to be taught.

Our students are taught how to handle many different hair types. The Kansas Board of Cosmetology is currently updating the curriculum to incorporate more natural hairstyling for students to become more rounded stylists. Moving forward we are looking into changing teaching materials from Milady to Pivot Point. Pivot Point encompasses a wider range of learning styles, teaching styles, and more modern techniques.

In Cosmetology we see mostly female students, but we encourage all genders to join the program. The program faculty does not discriminate based on race, religion, color, national origin, sex, age, tenure, disability or any other factors that cannot be lawfully considered.

The Cosmetology program incorporates community-based learning by having the salon floor open to the public. Students can practice what they have learned on clients and build their confidence in the services they are providing. We have also helped multiple years with Neewollah and ICC play productions providing hair and makeup services to the cast members.

Program faculty should list what degrees and certificates are offered and/or describe how the program curriculum supports other degrees and/or certificates awarded by the college.

5.2 Degree and Certificate Offerings or Support

Narrative:

Upon completion of the Cosmetology program students will be awarded a Certificate of Cosmetology. Students may complete 15 general education credit hours along with the 50 credit hours for the Cosmetology program and receive an Associates of Applied Science.

6.0 Faculty Success

6.1 Program Accomplishments

The program faculty should highlight noteworthy accomplishments of individual faculty.

Narrative:

From Fall 2019 to Spring of 2021 the program had 28 graduates with 18 currently working in the field. Our current pass rates at the State level are 96.97% for the Written Theory exam and 79.31% for the Written Practical exam. The cosmetology program always offers free haircuts to first responders and military veterans, this brings more clients in the door and gives our students additional hands-on experience. We also offer a discount to students, staff, and faculty with their ICC ID.

6.2 Faculty Accomplishments

The program faculty should highlight noteworthy program accomplishments.

Narrative:

We work together to stay compliant with Kansas Board of Cosmetology rules and regulations regarding curriculum and sanitation. Both faculty members complete continuing education hours to stay up to date on current techniques and trends. Faculty members work well together in achieving set goals, not only for our students, but the program.

6.3 Innovative Research, Teaching and Community Service

The program faculty should describe how faculty members are encouraged and engaged in promoting innovative research, teaching, and community service.

Narrative:

With the ever-changing trends Cosmetology instructors stay up to date with product knowledge, application techniques, new tools, etc. We attend product and technique classes learning new skills that we incorporate into our curriculum.

ICC Cosmetology faculty and students volunteer skills and time for several community events. We have participated in Neewollah play production hair and makeup. We have offered nail services at Newton's True Value Ladies Night Out. We have partnered with ICC theater and IHS theater to do hair and makeup for play productions. Cosmetology students and faculty helped plant flowers at ICC West for the annual Love Independence Day.

PENDING APPROVAL

7.0 Program Planning & Development for Student Success

7.1 Narrative Reflection on Qualitative and Quantitative Data and Trends

Provide a thoughtful reflection on the available assessment data. *(See Section 7.1 in the Program Review Handbook examples.)*

Narrative:

From Fall 2019 to Spring of 2021 the program had 28 graduates with 18 currently working in the field. Our current pass rates at the State level are 96.97% for the Written Theory exam and 79.31% for the Written Practical exam. As a student progresses in the program, they find that this may not be the right career choice for them, and they don't return. We have noticed an uphill trend in retention of students from semester to the next. We feel our retention of students is getting better because we are trying to give them more information before starting the program. They are informed more about the curriculum and what it entails. Students are told from the beginning how important attendance is and how in-depth the curriculum for the program is.

The program vitality assessment, goals and action planning are documented by completing the Program Summative Assessment form.

Programs should use previous reflection and discussion as a basis for considering program indicators of demand, quality, and resource utilization and a program self-assessment of overall program vitality. *(See Section 7.2 in the Program Review Handbook for more information.)*

7.2 Academic Program Vitality Reflection, Goals and Action Plans

Narrative:

Circle One: Maintain Current Levels of Support

Potential Enhancement Opportunities

Revitalization Opportunities/Needs

Phase out

Explain why:

We believe that the Cosmetology program falls under Potential Enhancement Opportunities. We align with the mission statement because within 3 semesters students can be in the workforce. Cosmetology

instructors keep up with current trends within the field of hair, makeup, skin care and overall wellbeing. We constantly strive to make improvements as needed to further the education level of students.

7.3 Academic Program Goals and Action Plans

Programs will also establish or update 3 to 5 long-term and short-term goals and associated action plans which support student success. These goals should include consideration of co-curricular and faculty development activities. Long-term goals are considered to be those that extend 3 to 5 years out, while short-term goals are those that would be accomplished in the next 1 to 2 years. Additionally, programs should update status on current goals. Programs should use S.M.A.R.T. goal setting for this purpose. *(See Section 7.3 in the Program Review Handbook for more information.)*

Narrative:

Short-Term Goals:

- **Increase enrollment:** We would like to strive for 50 students total in the program because the Kansas Board of Cosmetology will allow 25 students per 1 instructor. We would like to beef up our recruiting to reach more students. Measuring this goal will come by watching enrollment numbers for coming semesters. This goal is possible to achieve because in the past we have had bigger class enrollments. We currently have the resources to accomplish this, we just need to continue to recruit students. This goal will be a challenging one, but we don't see any way that we won't up enrollment. The benefit to accomplishing this goal will be more completers for the program and more licensed stylists. This is an ongoing goal; we would like to increase enrollment every semester moving forward.
- **Increase Service Sales:** Market the salon to get more clients in the door for student practice. By advertising more and taking advantage of social media we have already started to increase our service sales. The profits that will be made from the increased sales will be a great measure of this goal. This is an achievable goal, and we have the skills and abilities to accomplish it. The benefit of this goal will be the added revenue for the salon. We are working towards this goal now and it will be an ongoing goal to keep bringing in more money.
- **Attend Eyelash Extension Training:** Eyelash extensions are the next big thing and within the year will be added into the Kansas board of Cosmetology Curriculum. If both instructors could be trained in this service, they could provide training to students, and this could be an added service to offer in the salon. We are currently looking into different training opportunities to attend to get certified. Measuring this goal will be going to the class and practicing building confidence in this skill and be able to pass our knowledge onto students. Both instructors are knowledgeable on the art of eyelash extensions and are confident that we would be successful with training from an eyelash extension instructor. This would be an added service that students will learn and take with them in their career. We would like to get this completed within the year to be able to train students properly and meet the criteria set forth by the board.
- **Cosmetology Area update:** This goal will accomplish cosmetic issues along with space issues. This area was not designed for growth in the program. When we have bigger enrollments, students are on top of each other trying to find space to work. Measurement of this goal will be proper workspace per student and overall appealing look of the salon. This goal is achievable,

but we will need the help of maintenance to move forward as we have floors that are in disrepair and will need to be replaced. The floors are something that our inspector can and has written us up for on previous inspections and before long we will incur a fine for the way they look. We have had multiple clients take notice of the floors and make comments about them. We always keep clean floors, but the way they look does not seem that way. Completion date on this would be left up to maintenance and when they were available to fix it.

- **Pivot Point:** We are in the process of implementing new teaching materials through Pivot Point. This new teaching system is updated beyond our current Milady teaching resources. Pivot Point will be a great asset for Faculty and Students moving forward.

Long-Term Goals:

- **Moving to a Downtown location:** Cosmetology Faculty see a need to move downtown to a different facility. This move will help us increase service sales and allow us to design a salon and class area with better flow for students, faculty, and clients. With funding this is possible, and we believe would be the best move for the future of the program. The purpose of this goal will help us have a more appealing school to keep up with our competition, it will help us increase service sales as well as enrollment. We would like to do this in the next 3-5 years or sooner if feasible.
- **Nail Technology:** We see a need to implement a Nail Technology Program. This program would give a student only interested in nails an opportunity to come to school for one semester and be able to enter the work force upon passing the Kansas Board of Cosmetology Theory and Practical exams. With their current credentials with the Kansas Board of Cosmetology the two Faculty members are licensed to teach Nail Technology. We see this being an option within the next 3-5 years or possibly sooner.

7.4 Mission and Strategic Plan Alignment

Program faculty should indicate the ways in which the program's offerings align with the ICC mission. Also, in this section program faculty should provide narrative on the ways that initiatives may be tied to the ICC Strategic Plan and to HLC accreditation criterion. It is not necessary to consider an example for each HLC category, but program faculty are encouraged to provide one or two examples of initiatives in their program that are noteworthy. These examples may be helpful and included in future campus reporting to HLC. (Refer to section 4.3 for HLC categories)

Narrative:

This program aligns with the ICC Mission by providing academic excellence in the classroom and the salon floor by incorporating a true salon atmosphere while dealing with different learning styles while preparing them for a career. We are open to the public as well as volunteer our time for community events.

We believe this program can be tied to all key initiatives in the Strategic Plan. We meet #1 because faculty complete training to ensure campus-wide respect of student and community diversity, we maintain ADA compliance within our area, we make students and faculty feel safe and secure while at school, and we are currently looking into implementing a nail tech program. We meet #2 implementing professional development activities to complete our continuing education hours and faculty members chair an advisory board of local professionals. We meet #3 and #4 because we participate in the area career fairs and recruiting events, we keep in contact with local and surrounding salon owners to create a bridge between school and employment. We meet #5 by doing everything to increase enrollment, retain students and get as many completers for the program as possible. We meet #6 by sticking to our budget and spending within our means and asking for requests when the need arises.

The Cosmetology program meets Criterion 3 and 4 with the Higher Learning Commission. We keep the program current and require the levels of student performance appropriate to the credential awarded. Both Cosmetology faculty members are appropriately qualified to teach the curriculum. Faculty are evaluated regularly in accordance with established institutional policies and procedures. Instructors are accessible for student inquiry and work as advisors to students in the Cosmetology program. We participate in the program review process every year and maintain accreditation with the Kansas Board of Cosmetology. We assess course learning outcomes and program level outcomes at the completion of each course.

8.0 Fiscal Resource Requests/Adjustments

8.1 Budget Requests/Adjustments

Based on program data review, planning and development for student success, program faculty will complete and attach the budget worksheets to identify proposed resource needs and adjustments. These worksheets will be available through request from the college's Chief Financial Officer. Program faculty should explicitly state their needs/desires along with the financial amount required.

Programs should include some or all

of the following, as applicable, in their annual budget proposals:

- Budget Projections (personnel and operation)
- Position Change Requests
- Educational Technology Support
- Instructional Technology Requests
- Facilities/Remodeling Requests
- Capital Equipment
- Non-Capital Furniture & Equipment
- New Capital Furniture & Equipment
- Replacement Capital Furniture & Equipment
- Other, as applicable
- Accreditation Fee Request
- Membership Fee Request
- Coordinating Reports

Resource requests should follow budgeting guidelines as approved by the Board of Trustees for each fiscal year. The resource requests should be used to provide summary and detailed information to the division Dean and other decision-makers and to inform financial decisions

Narrative:

Please tie needs to SMART Goal (from 7.3)

Immediate Budget Requests/Needs

Long Term Requests/Needs

In the budget requests in the appendix, we are asking that our Food and meals budget line get increased for \$200 to \$500 for meals that will be purchased at our Teaching Conference as well as meals that will be purchased when we attend classes with students at our Beauty Supplier in Joplin, Mo. We are asking for \$500 to be added to our Advertising line where there are currently no funds. We would like to take advantage of as much advertising as possible moving forward to increase our salon clientele and help students be able to practice on more live models as opposed to mannequins. We are looking to have \$500 in our Recruiting line to be able to buy supplies when attending recruiting events to help with enrollment. We are looking to add \$1,000 to our Conference Fee/Registration line to cover costs for our Teaching Conference. We need to up the funds in our Lease/rental/lease purchase line to pay for our salon software and our membership to Pivot point online teaching portal. We need an increase in our instructional supply line to cover inflated costs of products and supplies needed to teach. We would like our office supply line to decrease by \$400 to \$100. We would like to increase our Professional Development line to \$600 to aid in paying for infection control CE hours that are mandated by the state. We would like to decrease our Misc line from \$1,400 to \$400.

Please see Budget Request Forms in the Appendix

9.0 Program Planning and Development Participation

9.1 Faculty and Staff

Program faculty will provide a brief narrative of how faculty and staff participated in the program review, planning and development process. List the preparer(s) by name(s).

Narrative:

Cosmetology program faculty members Chelsea Bailey and Angela Stroud completed this program review.

9.2 VPAA and/or Administrative Designee Response

After review and reflection of the *Comprehensive Program Review* or the *Annual Program Review*, the Division Chair and VPAA will write a summary of their response to the evidence provided. The Division Chair and VPAA's response will be available to programs for review and discussion prior to beginning the next annual planning and development cycle.

Narrative:

Division Chair: I agree with the information provided and the recommendations given in this program review.

PRC: PRC agrees with the information provided and recommendations of the program review.

Vice President for Academic Affairs: The VPAA agrees with the data and recommendations provided in this program review.

10.0 Appendices

Any additional information that the programs would like to provide may be included in this section.

2.1 Define Student Success

Kansas Board of Cosmetology Minimum Practical Practice:

Haircoloring-25
Hair Lightening-25
Chemical Waving-25
Chemical Hair Relaxing-25
Shear Haircuts-25
Razor Haircuts-25
Complete Pin Curl sets-25
Complete Pin Curl sets with Finger Wave-25
Complete Roller Sets-50
Complete Comb outs-50
Curling Iron Sets-50
Blow Dry Styling- 50

Other services have minimum hours of practice, but the actual services don't have a minimum practice number that has to be fulfilled at this moment. The Kansas Board of Cosmetology is currently updating the curriculum to encompass more services that students will be performing after leaving school, such as eyelash extensions.

3.2 Significant Assessment Findings

Fall 2019 Assessment Data

Business Practices I – COS1021 – Fall 2019

Assessment Outcomes, Measures, and Data

Outcome 1: List item that needs to be considered before opening a beauty salon.

Measure 1: Seventy-five percent of the students will be able to understand what they need before opening a beauty salon.

Overall: 8 out of 8 (100%) of the students scored a 75% or greater on a quiz on items needed before opening a beauty salon.

Measure 2: Seventy-five percent of the students will be able to understand how to research the items of what they will need before opening a salon.

Overall: 8 out of 8 (100%) of the students scored a 75% or greater on a paper that they have listed the items needed to open a beauty salon with the best prices.

Measure 3: Seventy-five percent of the students will be able to pass a multiple-choice test given on this subject.

Overall: 8 out of 8 (100%) students scored a 75% or greater on the multiple-choice test given on this subject.

Outcome 2: Discuss financial considerations involved in operating a beauty salon.

Measure 1: Seventy-five percent of the students will take part in a class discussion over financial involvement of operating a beauty salon.

Overall: 8 out of 8 (100%) took part in the class discussion over the financial involvement and is graded on class participation.

Measure 2: Seventy-five percent of the students will understand the different kind of business levels like booth rent, commission, cooperation, and partnership.

Overall: 8 out of 8 (100%) students scored a 75% or greater on a multiple-choice test over this subject.

Measure 3: Seventy-five percent of the students will be able to fill out an application for employment and the procedures of buying/selling a salon.

Overall: 8 out of 8 (100%) of the students scored a 75% or greater on a multiple-choice test over this subject.

Results and Analysis – Business Practices I – Fall 2019

Findings: Class discussions are great.

Strengths: The class discussions are great for involvement and clarification.

Weaknesses: During classroom discussion keeping on track of the subject.

Recommendations: Continue classroom discussion.

Actions: No actions are required.

Chemical Services I COS1004 – Fall 2019

Assessment Outcomes, Measures, and Data

Outcome 1: Report the purpose and effects of hair coloring, hair lightening, chemical waving, and chemical relaxing services and the proper demonstration of scalp and hair analysis for safe chemical services.

Measure 1: 75% of students will be able to pass a multiple-choice test on hair coloring, hair lightening, chemical waving and chemical relaxing services with a 75% or better.

Overall: 8 out of 8 (100%) students scored a 75% or higher on the test.

Measure 2: 75% of students will be able to perform a basic perm wrap in a timely manner safely and sanitary with 75% or better accuracy.

Overall: 8 out of 8 (100%) students scored a 75% or higher on performing a basic perm wrap in a timely manner.

Outcome 2: Define the related chemical classifications and types of hair coloring, hair lightening and chemical waving.

Measure 1: 75% of students will be able to answer a multiple-choice test on the subject with 75% or higher accuracy.

Overall: 8 out of 8 (100%) students scored a 75% or higher on the multiple-choice test.

Outcome 3: Identify, define and select the appropriate material and supplies needed for chemical relaxing and the different classifications of chemical relaxers.

Measure 1: Seventy-five percent of the students will be able to answer questions on a multiple-choice test over the subject with 75% or higher accuracy.

Overall: 8 out of 8 (100%) students scored a 75% or higher on a quiz over this subject.

Results and Analysis – Chemical Services I COS1004 – Fall 2019

Findings: Students respond well with demonstrations and hands on.

Strengths: Students respond well when they use the real chemical for the service. They can see results.

Weaknesses: The cost of the chemical for the services is expensive.

Recommendations: Research chemical lines.

Actions: Continue researching chemical lines that are cost effective and professional for students to learn with.

Cosmetology Board Review – Fall 2019

Assessment Outcomes, Measures, and Data

Outcome 1: Demonstrate foundational knowledge in core areas tested over the licensure exam.

Measure 1: Seventy five percent of students will pass with a 75% or higher on a practice 120 question multiple choice written exam with 100 questions over chapters studied during the program and 20 questions in Kansas Board of Cosmetology law that is timed.

Overall: 2 out of 2 students performed with 75% or better accuracy.

Measure 2: Seventy five percent of students will pass with a 75% or higher on a timed practical practice exam including all the services that will be performed at the state level.

Overall: 2 out of 2 students completed with 75% or better accuracy.

Outcome 2: Correctly pack bags for practical test.

Measure 1: Seventy five percent of students will pack with a 75% or higher accuracy their bags for their practice state practical test and will make sure that everything is labeled, clean and disinfected and that they have packed the correct implements to pass their test.

Overall: 2 out of 2 students performed this with 75% or higher accuracy.

Measure 2: Seventy five percent of students will pack with 75% or higher accuracy their bags for their Kansas Board of Cosmetology practical exam.

Overall: 2 out of 2 students performed this with 75% or higher accuracy.

Outcome 3: Provide all needed documentation to program staff and to the state to be eligible to schedule testing date for licensure exam.

Measure 1: One hundred percent of students will complete all weekly time records, daily practicals and passed all courses with a 75% or higher.

Overall: 2 out of 2 students did this with 75% or higher accuracy.

Measure 2: One hundred percent of students will submit their high school diploma or GED to Kansas Board of Cosmetology prior to scheduling their exam.

Overall: 2 out of 2 students completed this with 75% or higher accuracy.

Results and Analysis – Cosmetology Board Review COS2001 – Fall 2019

Findings: Students feel prepared and confident for their state level test after completing this course.

Strengths: The more students practice each practical that will be performed at state level the more confidence they build in their skills. Students return after testing and have stated that compared to other testers from other schools they were very prepared and organized.

Weaknesses: Teaching with the uncertainty of Covid-19 has been stressful, but we have made the best of the situation we are in.

Recommendations: Continue to stay up to date with testing procedures and any changes that need to be made according to Ergometrics (testing center) and the Kansas Board of Cosmetology.

Actions: There were changes made to the practical exam, so the necessary steps were taken to update the teaching of these practicals.

Business Practices II COS2002 – Fall 2019

Assessment Outcomes, Measures, and Data

Outcome 1: Explain the importance of good business operation and personnel management.

Measure 1: Seventy-five percent of the students will complete Chapter 31 Book work with 75% or better accuracy.

Overall: 3 out of 3 (100%) students completed this with 75% or better.

Measure 2: Seventy-five percent of students will pass a multiple-choice test over Chapter 31 with a 75% or higher.

Overall: 3 out of 3 (100%) of the students passed a multiple-choice test about this subject.

Outcome 2: Discuss the principles and practices of good selling.

Measure 1: Seventy-five percent will complete Chapter 32 bookwork with 75% or better accuracy.

Overall: 3 out of 3 (100%) of the students completed bookwork with 75% or higher accuracy.

Measure 2: Seventy-five percent of the students will develop professional knowledge and attitude of selling with positive results during a class discussion

Overall: 3 out of 3 (100%) of the students were able to talk with ease to their clients about hair care, skin care products and educate the client about home care regimens.

Outcome 3: Explain the importance of advertising.

Measure 1: Seventy-five percent of the students will learn the importance of location and service in demand while participating in a group discussion.

Overall: 3 out of 3 (100%) of the students researched the importance of location of a business and product/service in demand.

Measure 2: Seventy-five percent of the students will understand the importance of advertising to build a business while participating in a group discussion.

Overall: 3 out of 3 (100%) of the students participated in a group discussion.

Results and Analysis – Business Practices II – Fall 2019

Findings: Due to Covid the salon floor was closed so we didn't have the opportunity for students to direct sale, so we ended up having group discussions about the importance of selling products/services, personnel management, advertising and the use of social media and word of mouth.

Strengths: Even during the pandemic the students still tried to get to school and participate.

Weaknesses: With the floor not being open they didn't get that face-to-face interaction with clients.

Recommendations: Hopefully next semester the floor will be open more and the students will get the opportunity to try their selling skills.

Actions: See recommendations.

Kansas Law COS1002 – Fall 2019
Assessment Outcomes, Measures, and Data

Outcome 1: Discuss the laws as provided by the Kansas Board of Cosmetology.

Measure 1 – Every student will practice these laws daily.

Overall 15 out of 15 Students (100%) can follow the laws.

Measure 2 – Every student will know how to use disinfectants and where to properly store them.

Overall 15 out of 15 Students (100%) can follow the manufacturer's directions and know how to store them away from the public.

Measure 3 – The students are tested with pop quizzes and written test with 15 out of 15 students pass with a 75% or greater.

Overall 15 out of 15 Students (100%) will score a 75% or higher on a multiple-choice written test or a question-and-answer pop quiz.

Outcome 2: Describe rules and regulations relating to infection control.

Measure 1 – The students practice the safety and sanitation procedures to clients daily.

Overall 15 out of 15 Students (100%) will Score a 75% or higher in a client sanitation to the client.

Measure 2 - The procedures become natural actions

Overall 15 out of 15 Students (100%) will Score a 75% or higher that the students follow the rules and regulations provided by the Board of Cosmetology.

Measure 3 – The instructors inspect the salon floor, classrooms, and equipment to make sure that proper sanitation is being done.

Overall 15 out of 15 Students (100%) will Score a 75% or higher of the end of the workday of proper sanitation.

Outcome 3: Describe the rules and regulations relating to examinations.

Measure 1 – The students are given a practical to perform a Blood Spill Procedure and 15 out of 15 students completed with 100% accuracy.

Overall 15 out of 15 Students (100%) will pass a rubric of the Blood Spill Procedures with a 75% or higher score.

Measure 2 – The students are given a worksheet to find the answers in the law book and underline the answer, put the page number on the worksheet where the answer was found and write the answer on the worksheet.

Overall 15 out of 15 Students (100%) will pass a multiple-choice test with a score of 75% or greater.

Measure 3 - The students will have law questions included in their written test of multiple-choice at a state level. Also, when the students are eligible to take their practical test, the students will have to perform infection control in a safe manor for their client and themselves. KBOC is very strict about the rules and regulations of infection control.

Overall 15 out of 15 (100%) students will pass with a score of 75% or higher on a multiple-choice test.

Outcome 4: Explain the rules and regulations relating to schools, establishment, inspections and cosmetology school course curriculums.

Measure 1: The students will learn the rules and regulations relating to school, establishment, inspections and cosmetology school course curriculums.

Overall: This outcome was met. 15 out of 15 (100%) of the students scored with a 75% or higher on a multiple-choice test.

Outcome 5: Explain the rules and regulations relating to electrolysis apprentice.

Measure 1: The students will understand the rules and regulations relating to electrolysis apprentice.

Overall: This outcome was met. 15 out of 15 (100%) of the students scored with a 75% or higher on a multiple-choice test.

Physical Services I COS2012 - Fall 2019

Assessment Outcomes, Measures, and Data

Outcome 1: Describe the purpose and effects of shampoos and rinses, scalp and hair treatments, manicure and pedicures, and massage movements.

Measure 1: Seventy-five percent of the students will be able to know what proper shampoo, rinses, scalp and hair treatments for the service that the are going to perform.

Overall: 7 out of 7 (100%) students will score a 75% or higher on a product knowledge quiz.

Measure 2: Seventy-five percent of the students will be able to perform manicures, pedicures and massage movements.

Overall: 7 out of 7 (100%) students will score a 75% or higher on a rubric grading sheet of the steps to perform a manicure, pedicure, and massage movements.

Measure 3: Seventy-five percent of the students will score a 75% or higher on a multiple-choice test given on this subject.

Overall: 7 out of 7 (100%) students scored a 75% or higher on the multiple-choice test.

Outcome 2: Explain and practice correct procedures for shampooing.

Measure 1: Seventy-five percent of the students will score a 75% or higher on a multiple-choice test over shampooing.

Overall: 7 out of 7 (100%) students scored a 75% or higher on a multiple-choice test over shampooing.

Measure 2: Seventy-five percent of the students will demonstrate a proper shampooing procedure.

Overall: 7 out of 7 (100%) students will demonstrate a proper shampooing procedure with a rubric grading sheet.

Outcome 3: Identify and select the appropriate materials, implements, and supplies for facials and make-up application

Measure 1: Seventy-five percent of the students will be knowledgeable of what product and implements to be used on what skin type.

Overall: 7 out of 7 students will be able to properly set up for a facial service scoring a 75% or greater with a rubric grading sheet.

Measure 2: Seventy-five percent of the students will be able to demonstrate a facial with a 75% or higher score on a rubric grading sheet.

Overall: 7 out of 7 (100%) of the students scored a 75% or higher on the rubric grading sheet for properly demonstrating a facial.

Measure 3: Seventy-five percent of the student will score a 75% or higher on a multiple-choice test.

Overall: 7 out of 7 (100%) of the students scored a 75% or higher on a multiple-choice test.

Scientific Concepts COS1015 – High School - Fall 2021

Assessment Outcomes, Measures, and Data

Outcome 1: Explain and demonstrate sanitation practices as prescribed by Kansas Board of Cosmetology.

Measure 1: Sanitation practices with KBOC (Kansas Board of Cosmetology) have changed to those changes will be implemented.

The students will be able to explain the differences between cleaning, disinfecting, and sterilizing.

Overall: The students will explain the differences with 75% or better accuracy.

3 out of 3 students (100%) completed this with 75% or better accuracy. This outcome was met.

Outcome 2: Describe and implement safety precautions as prescribed by OSHA for the salon.

Measure 1: The student will learn the layout of the updated OSHA required Safety Data Sheets that are implemented worldwide.

Overall: The students will be able to list the 16 categories of information required on the updated Safety Data Sheets. 3 out of 3(100%) students will be able to list the categories with a 75% or higher.

Outcome 3: Describe simple safety and first-aid applications for cuts, minor burns, choking, fainting and eye injury.

Measure 1: The students practice blood spill procedures more often to stay in compliance with KBOC (Kansas Board of Cosmetology) standards that have recently changed. The instructors have demonstrated the different procedures and shown videos of how to properly perform them without harming the person.

Overall: This outcome was met. 3 out of 3 (100%) students will be able to respond to a blood spill or injury in a professional manor scoring a 75% or higher on a practical test.

Outcome 4: Identify the anatomy of the hair and scalp.

Measure 1: The students will learn the various parts of the hair and scalp.

Overall: This outcome was met. 3 out of 3 (100%) of the students were able to identify the different layers that make up the hair strand and scalp.

Outcome 5: Analyze the form, length, texture, density, and porosity of the hair.

Measure 1: The students will learn how to analyze the form, length, texture, density, and porosity of the hair.

Overall: This outcome was met. 3 out of 3(100%) of the students have the knowledge to analyze the form, length, texture, density, and porosity of the hair.

Outcome 6: Identify conditions and disorders of the hair and scalp.

Measure 1: The students will learn to identify conditions and disorders of the hair and scalp.

Overall: This outcome was met. 3 out of 3(100%) of the students can identify conditions and disorders of the hair and scalp.

Outcome 7: Describe the anatomy of the skin.

Measure 1: The students will learn to identify the anatomy of the skin.

Overall: This outcome was met. 3 out of 3 (100%) of the students can identify the anatomy of the skin.

Outcome 8: Identify conditions and disorders of the skin.

Measure 1: The students will learn to identify conditions and disorders of the skin.

Overall: This outcome was met. 3 out of 3 (100%) of the students can identify the conditions and disorders of the skin.

Outcome 9: Explain the anatomy, growth, and regeneration of the nail

Measure 1: The students will have knowledge of the anatomy, growth, and regeneration of the nail.

Overall: This outcome was met. 3 out of 3 (100%) of the students can explain the anatomy, growth, and regeneration of the nail.

Outcome 10: Describe irregularities, disorders, and diseases of the nail.

Measure 1: The students will learn the irregularities, disorders, and diseases of the nail.

Overall: This outcome was met. 3 out of 3 (100%) of the students can identify irregularities, disorders, and diseases of the nail.

Results and Analysis – Scientific Concepts COS1015 – Fall 2019

Findings: Having a hand on projects through understanding and staying focused. Some of the chapters have been beneficial to them on

Strengths: All outcomes were met, and students have a better understanding of the bacteria that are unseen but can be harmful in a salon setting.

Weaknesses: Keeping the students engaged through some of the lengthy chapters.

Recommendations: I am going to research more hands-on projects.

Actions: I have been using the internet to see what some of the other schools have done that might benefit our students.

Hair Designing I COS1025 – Fall 2019

Assessment Outcomes, Measures, and Data

Outcome 1: Describe the purpose and effects of hair shaping and hair styling.

Measure 1: Seventy-five percent of the students will know the purpose and effects of hair shaping and hair styling for the client of service.

Overall: 7 out of 7 (100%) of the students will score a 75% or higher on a hair shaping and hair styling quiz.

Measure 2: Seventy-five percent of the students will be able to perform hair shaping and hair styling on a mannequin.

Overall: 7 out of 7 (100%) of the students will score a 75% or higher on a rubric grading sheet of the steps to perform hair shaping and hair styling on a mannequin.

Measure 3: Seventy-five percent of the students will score a 75% or higher on a multiple-choice test given on this subject.

Overall: 7 out of 7 (100%) of the students scored a 75% or higher on a multiple-choice test given on this subject.

Outcome 2: Identify and select the materials, supplies, and implements needed for hair shaping, hair styling, and thermal styling.

Measure 1: Seventy-five percent of the students have the knowledge of what implements to use for hair shaping, hair styling, and thermal styling.

Overall: 7 out of 7 (100%) of the students will score a 75% or higher on a quiz about the implements used for hair shaping, hair styling, and thermal styling.

Measure 2: Seventy-five present of the students will have the knowledge of how to safely hold and use the implements.

Overall: 7 out of 7 (100%) of the students will score a 75% or higher on a demonstration on how to safely use the implements on a mannequin.

Outcome 3: Define and demonstrate basic hair styling techniques including finger waving and shaping.

Measure 1: Seventy-five percent of the students will know how to shape a finger wave in the hair.

Overall: 7 out of 7 (100%) of the students will score a 75% or higher on a rubric on shaping a finger wave on a mannequin.

Measure 2: Seventy-five percent of the students will be able to do basic hair styling techniques.

Overall: 7 out of 7 (100%) of the students scored a 75% or higher on a rubric grading sheet.

Outcome 4: Explain and demonstrate safety precautions in hair shaping and thermal styling.

Measure 1: Seventy-five percent of the students will be able to explain the steps of hair shaping in a safely manner.

Overall: 7 out of 7 (100%) of the students explained the steps of hair shaping in a safely manner.

Measure 2: Seventy-five percent of the students will be able to explain the steps to thermal styling in a safely manner.

Overall: 7 out of 7 (100%) of the students explained the steps of a thermal styling in a safely manner.

Measure 3: Seventy-five percent of the students will be able to demonstrate safety precautions of hair shaping and thermal styling.

Overall: 7 out of 7 (100%) of the students scored a 75% or higher on a rubric grading sheet of safely demonstrating hair shaping and thermal styling.

Hair Designing II COS2005 – Fall 2019

Assessment Outcomes, Measures, and Data

Outcome 1: Explain and demonstrate hair designing.

Measure 1: Seventy-five of the students will understand where we get ideas for hair designs.

Overall: 8 out of 8 (100%) students scored a 75% or higher on a quiz about this subject.

Measure 2: Seventy-five of the students will understand how to balance a hair design.

Overall: 8 out of 8 (100%) students scored a 75% or higher on a quiz about this subject.

Measure 3: Seventy-five of the students will score a 75% or higher on a multiple-choice test.

Overall: 8 out of 8 (100%) students scored a 75% or higher on a multiple-choice test over this subject.

Outcome 2: Define and demonstrate intermediate hair cutting techniques.

Measure 1: Seventy-five percent of the students watch a demonstration of intermediate hair cutting.

Overall: 8 out of 8 (100%) students will score a 75% or higher on this subject.

Measure 2: Seventy-five percent of the students will understand where to place their hands for intermediate hair cutting.

Overall: 8 out of 8 (100%) students scored a 75% or higher on this subject with a rubric.

Measure 3: Seventy-five percent of the students will score a 75% or higher on a multiple-choice test.

Overall: 8 out of 8 (100%) students scored a 75% or higher on a multiple-choice test.

Outcome 3: Describe and implement use of advanced wet styling aids.

Measure 1: Seventy-five percent of the students will understand how to use advanced wet styling aids.

Overall: 8 out of 8 (100%) students scored a 75% or higher on a quiz about this subject.

Measure 2: Seventy-five percent of the students will understand what implements to use on advanced wet styling.

Overall: 8 out of 8 (100%) students scored a 75% or higher on a quiz about this subject.

Measure 3: Seventy-five percent of the students will score a 75% or higher on a multiple-choice test about this subject.

Overall: 8 out of 8 (100%) students scored a 75% or higher on a multiple-choice test about this subject.

Results and Analysis – Hair Designing II COS2005 – Fall 2019

Findings: YouTube, Milady videos, and tutorials help with up to date styles.

Strengths: Students respond well to videos and hands on.

Weaknesses: New implements are expensive.

Recommendations: Research implements.

Actions: Research to find lower cost implements.

Physical Services II – COS1016 – Fall 2019

Assessment Outcomes, Measures, and Data

Outcome 1: Describe the purpose and effects of a facial.

Measure 1: Seventy-five percent of the students will understand the purpose and effects of a facial.

Overall: 8 out of 8 (100%) students will score 75% or higher on the purpose and effects of a facial quiz.

Measure 2: Seventy-five percent of the students will understand the purpose of facial products.

Overall: 8 out of 8 (100%) students will score 75% or higher on the facial procedures quiz.

Measure 3: Seventy-five percent of the students will score a 75% or higher on a multiple-choice test given on this subject.

Overall: 8 out of 8 (100%) students scored a 75% or higher on the multiple-choice test.

Outcome 2: Demonstrate basic procedure for a facial.

Measure 1: Seventy-five percent of the students will watch a demonstration of a basic facial being performed.

Overall: 8 out of 8 (100%) students answer a quiz over the demonstration scoring a 75% or higher.

Measure 2: Seventy-five percent of the students have listed the steps of a basic facial.

Overall: 8 out of 8 (100%) students were graded on a list of steps for the basic facial.

Measure 3: Seventy-five percent of the students will be able to perform the basic facial on clients.

Overall: 8 out of 8 (100%) students scored a 75% or higher on the rubric grading sheet for properly demonstrating a facial.

Results and Analysis – Physical Services II – COS1016 – Fall 2019

Findings: Allowing the students to watch video over procedures and demonstrate the procedures are great for a student to see and follow.

Strengths: Students respond well to hands on. Students also respond to product that they are knowledgeable about.

Weaknesses: Keeping up with the latest products. Products are made to be used within their product line. Products are expensive.

Recommendations: Research product lines and techniques.

Actions: Product lines are being researched for the best for the students and the school.

Spring 2020 Assessment Data

Business Practices I – COS1021 – Spring 2020

Assessment Outcomes, Measures, and Data

Outcome 1: List item that needs to be considered before opening a beauty salon.

Measure 1: Seventy-five percent of the students will be able to understand what they need before opening a beauty salon.

Overall: 4 out of 4 (100%) of the students scored a 75% or greater on a quiz on items needed before opening a beauty salon.

Measure 2: Seventy-five percent of the students will be able to understand how to research the items of what they will need before opening a salon.

Overall: 4 out of 4 (100%) of the students scored a 75% or greater on a paper that they have listed the items needed to open a beauty salon with the best prices.

Measure 3: Seventy-five percent of the students will be able to pass a multiple-choice test given on this subject.

Overall: 4 out of 4 (100%) students scored a 75% or greater on the multiple-choice test given on this subject.

Outcome 2: Discuss financial considerations involved in operating a beauty salon.

Measure 1: Seventy-five percent of the students will take part in a class discussion over financial involvement of operating a beauty salon.

Overall: 4 out of 4 (100%) took part in the class discussion over the financial involvement and is graded on class participation.

Measure 2: Seventy-five percent of the students will understand the different kind of business levels like booth rent, commission, cooperation, and partnership.

Overall: 4 out of 4 (100%) students scored a 75% or greater on a multiple-choice test over this subject.

Measure 3: Seventy-five percent of the students will be able to fill out an application for employment and the procedures of buying/selling a salon.

Overall: 4 out of 4 (100%) of the students scored a 75% or greater on a multiple-choice test over this subject.

Results and Analysis – Business Practices I – Spring 2020

Findings: Class discussions are great.

Strengths: The class discussions are great for involvement and clarification.

Weaknesses: During classroom discussion keeping on track of the subject.

Recommendations: Continue classroom discussion.

Actions: No actions are required.

Chemical Services II COS2004– Spring 2020

Assessment Outcomes, Measures, and Data

Outcome 1: Describe and demonstrate hair coloring, hair lightening, removal of artificial color, special effects, color correction and chemical waving.

Measure 1: Seventy five percent of students will demonstrate proper application of hair coloring in a safe and sanitary manner with 75% or higher accuracy.

Overall: 7 out of 7 students (100%) completed this application with 75% or higher accuracy.

Measure 2: Seventy five percent of students will be able to properly describe and demonstrate proper application of hair lightening procedures with 75% or higher accuracy.

Overall: 7 out of 7 students (100%) completed this task with 75% or higher accuracy.

Measure 3: Seventy five percent of students will be able to describe and demonstrate removal of artificial color with 75% or higher accuracy.

Overall: 7 out of 7 students (100%) completed this task with a 75% or higher accuracy.

Outcome 2: Explain and demonstrate fillers, conditioners and chemical hair relaxing procedures.

Measure 1: Seventy five percent of students will be able to demonstrate how to safely remove and formulate for a corrective color with 75% or better accuracy.

Overall: 7 out of 7 students (100%) completed this task with 75% or better accuracy.

Measure 2: Seventy five percent of students will be able to choose the correct product based on a client's hair type with 75% or higher accuracy.

Overall: 7 out of 7 students (100%) completed this task with 75% or higher accuracy.

Measure 3: Seventy five percent of students will be able to read manufacturer's instructions on coloring and chemical waving products to decide proper application and processing times with 75% or higher accuracy.

Overall: 7 out of 7 students (100%) completed this task with 75% or higher accuracy.

Outcome 3: Identify special hair problems in chemical hair relaxing and demonstrate corrective measures for these problems.

Measure 1: Seventy five percent of students will be able to identify and demonstrate proper application of product to be used to replace the missing pigments in the client's hair with 75% or higher accuracy.

Overall: 7 out of 7 students (100%) did this with 75% or higher accuracy.

Measure 2: Seventy five percent of students will be able to identify the best conditioner product for their clients with 75% or higher accuracy.

Overall: 7 out of 7 students (100%) did this with 75% or higher accuracy.

Measure 3: Seventy five percent of students will be able explain and demonstrate how to choose the proper hair relaxing product for their client with 75% or higher accuracy.

Overall: 5 out of 5 students (100%) did this task with 75% or higher accuracy.

Results and Analysis Chemical Services II COS2004— Spring 2020

Findings: This course is taken in the 3rd semester and students should be building confidence on performing these procedures on a salon client.

Strengths: Having students formulate and mix haircolor helps them build confidence when they enter a salon setting after completing the program. Students know the difference between different salon products used and can decide the best options for their client.

Weaknesses: Students struggle with application time.

Recommendations: Conduct more timed tests on application time to make sure that students are ready for their timed state level tests.

Actions: Incorporate the recommendations the next time this class is offered.

Chemical Services III COS 2015– Spring 2020

Assessment Outcomes, Measures, and Data

Outcome 1: Describe and demonstrate hair coloring and hair lightening special effects.

Measure 1: Seventy five percent of students will be able to demonstrate hair coloring and hair lightening application in a safe and sanitary manner with 75% or higher accuracy while working on salon clients.

Overall: Not able to measure due to Covid-19 Pandemic.

Measure 2: Seventy five percent of students will keep client coloring and lightening records that explain the formulas, methods and procedures used for each service with 75% or higher accuracy.

Overall: Not able to measure due to Covid-19 Pandemic.

Outcome 2: Describe and demonstrate chemical waving safety measures.

Measure 1: Seventy five percent of students will be able to demonstrate a chemical waving service application in a safe and sanitary manner with 75% or higher accuracy.

Overall: Not able to measure due to Covid-19 Pandemic.

Measure 2: Seventy five percent of students will keep client chemical waving records that explain product used, methods of wrapping, test curl and processing times for a chemical waving service with 75% or higher accuracy.

Overall: Not able to measure due to Covid-19 Pandemic.

Outcome 3: Describe and demonstrate chemical hair relaxing safety measures.

Measure 1: Seventy five percent of students will be able to demonstrate a chemical hair relaxing service in a safe and sanitary manner with 75% or higher accuracy.

Overall: Not able to measure due to Covid-19 Pandemic.

Measure 2: Seventy five percent of students will keep client chemical hair relaxing records that explain the product used, methods of application and processing time with 75% or better accuracy.

Overall: Not able to measure due to Covid-19 Pandemic.

Results and Analysis Chemical III COS2015 — Spring 2020

Findings: Due to the Covid-19 pandemic and having to go all online made these measures had to complete since there was no face-to-face instruction.

Strengths:

Weaknesses:

Recommendations:

Chemical Services I COS1004 – Spring 2020, 2nd 8 weeks

Assessment Outcomes, Measures, and Data

Outcome 1: Report the purpose and effects of hair coloring, hair lightening, chemical waving, and chemical relaxing services and the proper demonstration of scalp and hair analysis for safe chemical services.

Measure 1: 75% of students will be able to pass a multiple-choice test on hair coloring, hair lightening, chemical waving and chemical relaxing services with a 75% or better.

Overall: 4 out of 4 (100%) students scored a 75% or higher on the test.

Measure 2: 75% of students will be able to perform a basic perm wrap in a timely manner safely and sanitary with 75% or better accuracy.

Overall: 4 out of 4 (100%) students scored a 75% or higher on performing a basic perm wrap in a timely manner.

Outcome 2: Define the related chemical classifications and types of hair coloring, hair lightening and chemical waving.

Measure 1: 75% of students will be able to answer a multiple-choice test on the subject with 75% or higher accuracy.

Overall: 4 out of 4 (100%) students scored a 75% or higher on the multiple-choice test.

Measure 2: 75% of students will be able to complete daily assignments with 75% or better accuracy.

Overall: 4 out of 4 (100%) students complete daily assignments with 75% or better accuracy.

Outcome 3: Identify, define and select the appropriate material and supplies needed for chemical relaxing and the different classifications of chemical relaxers.

Measure 1: 75% of the students will be able to answer questions on a multiple-choice test over the subject with 75% or higher accuracy.

Overall: 4 out of 4 (100%) students scored a 75% or higher on a test over this subject.

Results and Analysis – Chemical Services I COS1004 – Spring 2020, 2nd 8 weeks

Findings: Teaching online for this 8-week course was nothing short of challenging, but we pushed through. I missed the hands-on portion for being there face to face with my students. Watching them do hands on work on zoom was a little difficult, but we have to do what we had to do.

Strengths: Student stuck in there through the online instruction and asked lots of questions and remained engaged through the course.

Weaknesses: That this course had to be taught online. The students really need that hands on approach when it comes to cosmetology.

Recommendations: Research more ways to teach online in case it comes to that again.

Actions: Hope that we don't have to teach this course online again, but if we do we will research other ways to get the curriculum to students on top of the zoom meetings and canvas discussions.

Cosmetology Board Review – Spring 2020 Assessment Outcomes, Measures, and Data

Outcome 1: Demonstrate foundational knowledge in core areas tested over the licensure exam.

Measure 1: Seventy five percent of students will pass with a 75% or higher on a practice 120 question multiple choice written exam with 100 questions over chapters studied during the program and 20 questions in Kansas Board of Cosmetology law that is timed.

Overall: Not able to measure due to Covid-19 Pandemic.

Measure 2: Seventy five percent of students will pass with a 75% or higher on a timed practical practice exam including all the services that will be performed at the state level.

Overall: Not able to measure due to Covid-19 Pandemic.

Outcome 2: Correctly pack bags for practical test.

Measure 1: Seventy five percent of students will pack with a 75% or higher accuracy their bags for their practice state practical test and will make sure that everything is labeled, clean and disinfected and that they have packed the correct implements to pass their test.

Overall: Not able to measure due to Covid-19 Pandemic.

Measure 2: Seventy five percent of students will pack with 75% or higher accuracy their bags for their Kansas Board of Cosmetology practical exam.

Overall: Not able to measure due to Covid-19 Pandemic.

Outcome 3: Provide all needed documentation to program staff and to the state to be eligible to schedule testing date for licensure exam.

Measure 1: One hundred percent of students will complete all weekly time records, daily practicals and passed all courses with a 75% or higher.

Overall: Not able to measure due to Covid-19 Pandemic.

Measure 2: One hundred percent of students will submit their high school diploma or GED to Kansas Board of Cosmetology prior to scheduling their exam.

Overall: Not able to measure due to Covid-19 Pandemic.

Results and Analysis – Cosmetology Board Review COS2001 – Spring 2020

Findings: Due to the Covid-19 pandemic and this course going all online made it difficult to measure the learning outcomes because of no face-to-face instruction.

Strengths:

Weaknesses:

Recommendations: Continue to stay up to date with testing procedures and any changes that need to be made according to Ergometrics (testing center) and the Kansas Board of Cosmetology.

Actions:

Hair Designing III COS2022– Spring 2020

Assessment Outcomes, Measures, and Data

Outcome 1: Explain and demonstrate care and usage of electric cutting tools.

Measure 1: Seventy five percent of students will be able to explain and demonstrate proper handling, cleaning and disinfecting of all electrical cutting tools (clippers, trimmers, tattoo trimmer) with 75% or higher accuracy.

Overall: Not able to measure due to Covid-19 Pandemic.

Measure 2: Seventy five percent of students will be able to decide which electrical cutting tool is used to achieve desired results with 75% or higher accuracy.

Overall: Not able to measure due to Covid-19 Pandemic.

Outcome 2: Define and demonstrate advanced haircutting techniques.

Measure 1: Seventy five percent of students will be able to demonstrate various angles in a haircut to achieved desired results with 75% or higher accuracy.

Overall: Not able to measure due to Covid-19 Pandemic.

Measure 2: Seventy five percent of students will be able to explain and demonstrate face shapes along with hair texture to achieve a complimentary style on a client with 75% or higher accuracy.

Overall: Not able to measure due to Covid-19 Pandemic.

Outcome 3: Identify and define the various types of wigs, hair pieces and hair extensions and explain their care and maintenance.

Measure 1: Seventy five percent of students will be able to identify the difference between synthetic and human hair with 75% or higher accuracy.

Overall: Not able to measure due to Covid-19 Pandemic.

Measure 2: Seventy five percent of students will be able to describe the difference between a wig and hair piece and what would be the best option for an individual with 75% or better accuracy.

Overall: Not able to measure due to Covid-19 Pandemic.

Measure 3: Seventy five percent of students will be able to explain care and maintenance for various types of wigs, hair pieces and hair extensions with 75% or higher accuracy.

Overall: Not able to measure due to Covid-19 Pandemic.

Results and Analysis Hair Designing III COS2022 — Spring 2020

Findings: Having to go completely online due to Covid-19 these learning outcomes were hard to measure since they require a face-to-face instruction.

Hair Designing I COS1025 – Spring 2020.

Assessment Outcomes, Measures, and Data

Outcome 1: Describe the purpose and effects of hair shaping and hair styling.

Measure 1: Seventy-five percent of students will score a 75% or higher on a multiple-choice test given on this subject.

Overall: 6 out of 6 students (100%) scored a 75% or higher on the multiple-choice test.

Measure 2: Seventy-five percent of students will score a 75% or higher on a project of seeing a picture of a hair style and understand what to do to achieve this hair style.

Overall: 6 out of 6 students were able to tell the instructor where the point of origin of the hair style should begin.

Measure 3: Seventy-five percent of the students will score a 75% or higher on a project to show the angels of the hair style.

Overall: 6 out of 6 students will score a 75% or higher on a project to show how the hair style should be arranged.

Outcome 2: Identify and select the materials, supplies, and implements needed for hair shaping, hair styling, and thermal styling.

Measure 1: The students will be able to know the right tools and product for the selected hair style through a class project. The students will score a 75% or higher on their project.

Overall: 6 out of 6 students scored a 75% or higher in their group project.

Measure 2: Seventy-five percent of the students will score a 75% or higher on product knowledge.

Overall: 6 out of 6 students will score a 75% or higher on a multiple-choice test over product knowledge.

Measure 3: Seventy-five percent of the students will score a 75% or higher on implement knowledge.

Overall: 6 out of 6 students will score a 75% or higher on a multiple-choice test over implement knowledge.

Outcome 3: Define and demonstrate basic hair styling techniques including finger waving and shaping.

Outcome 4: Explain and demonstrate safety precautions in hair shaping and thermal styling.

Results and Analysis – Hair Designing I – Spring - 2020

Findings: Allowing the students to use their phones to look up the latest hair styles.

Strengths: Most outcomes were met.

Weaknesses: The students that did not meet the outcomes were students that had never fixed their hair or other people's hair. Also, these students had never thought about hair product or styling tools.

Some of the students were finding it hard to concentrate not being in the classroom.

Recommendations: For the students that are not knowledgeable over these areas that videos and internet was a great way to show them a visual. Also, to have the product and implements on hand for the students to be able to actually use the items.

Actions: Keeping implement and products up to date with the time of the hairstyles.

Hair Designing II COS2005 – Spring 2020, 2nd 8 weeks

Assessment Outcomes, Measures, and Data

Outcome 1: Explain and demonstrate hair designing.

Measure 1: Seventy-five of the students will pass a quiz on the subject with 75% or higher accuracy.

Overall: 4 out of 4 (100%) students scored a 75% or higher on a quiz about this subject.

Measure 2: Seventy-five of the students will understand how to balance a hair design and be able to perform it with 75% or better accuracy.

Overall: 4 out of 4 (100%) students scored a 75% or higher on hands on practicals about this subject.

Outcome 2: Define and demonstrate intermediate hair cutting techniques.

Measure 1: Seventy-five percent of the students will be able to watch a demonstration of a technique and mimic it on their mannequin with 75% or better accuracy.

Overall: 4 out of 4 (100%) students performed this with 75% or better accuracy.

Measure 2: Seventy-five percent of the students will score a 75% or higher on a multiple-choice test.

Overall: 4 out of 4 (100%) students scored a 75% or higher on a multiple-choice test.

Outcome 3: Describe and implement use of advanced wet styling aids.

Measure 1: Seventy-five percent of the students will understand how to use advanced wet styling aids through hands on practice with 75% or better accuracy.

Overall: 4 out of 4 (100%) students scored a 75% or higher on their hands on practice of the subject.

Measure 2: Seventy-five percent of the students will score a 75% or higher on a multiple-choice test about this subject.

Overall: 4 out of 4 (100%) students scored a 75% or higher on a multiple-choice test.

Results and Analysis – Hair Designing II COS2005 – Spring 2020, 2nd 8 weeks

Findings: YouTube, Milady videos, and tutorials help with up to date styles.

Strengths: Students respond well to videos and ask lots of questions on why something is being done a certain way.

Weaknesses: We had to get very creative on grading hands on practice being that this 8 weeks was online.

Recommendations: Research online teaching of cosmetology in case we have to go online again in the future.

Actions: Research online teaching techniques.

HIGH SCHOOL

Hair Designing I COS1025 – Spring 2020.

Assessment Outcomes, Measures, and Data

Outcome 1: Describe the purpose and effects of hair shaping and hair styling.

Measure 1: Seventy-five percent of students will score a 75% or higher on a multiple-choice test given on this subject.

Overall: 6 out of 6 students (100%) scored a 75% or higher on the multiple-choice test.

Measure 2: Seventy-five percent of students will score a 75% or higher on a project of seeing a picture of a hair style and understand what to do to achieve this hair style.

Overall: 6 out of 6 students were able to tell the instructor where the point of origin of the hair style should begin.

Measure 3: Seventy-five percent of the students will score a 75% or higher on a project to show the angles of the hair style.

Overall: 6 out of 6 students will score a 75% or higher on a project to show how the hair style should be arranged.

Outcome 2: Identify and select the materials, supplies, and implements needed for hair shaping, hair styling, and thermal styling.

Measure 1: The students will be able to know the right tools and product for the selected hair style through a class project. The students will score a 75% or higher on their project.

Overall: 6 out of 6 students scored a 75% or higher in their group project.

Measure 2: Seventy-five percent of the students will score a 75% or higher on product knowledge.

Overall: 6 out of 6 students will score a 75% or higher on a multiple-choice test over product knowledge.

Measure 3: Seventy-five percent of the students will score a 75% or higher on implement knowledge.

Overall: 6 out of 6 students will score a 75% or higher on a multiple-choice test over implement knowledge.

Outcome 3: Define and demonstrate basic hair styling techniques including finger waving and shaping.

Outcome 4: Explain and demonstrate safety precautions in hair shaping and thermal styling.

Results and Analysis – Hair Designing I – Spring - 2020

Findings: Allowing the students to use their phones to look up the latest hair styles.

Strengths: Most outcomes were met.

Weaknesses: The students that did not meet the outcomes were students that had never fixed their hair or other people's hair. Also, these students had never thought about hair product or styling tools. Some of the students were finding it hard to concentrate not being in the classroom.

Recommendations: For the students that are not knowledgeable over these areas that videos and internet was a great way to show them a visual. Also, to have the product and implements on hand for the students to be able to actually use the items.

Actions: Keeping implement and products up to date with the time of the hairstyles.

HIGH SCHOOL

Physical Services | COS2012 – Spring – 2020

Assessment Outcomes, Measures, and Data

Outcome 1: Describe the purpose and effects of shampoos and rinses, scalp and hair treatments, manicure and pedicures, and massage movements.

Measure 1: Seventy-five percent of the students will be able to know what proper shampoos, rinses, scalp and hair treatments for the service that they are going to perform.

Overall: 6 out of 6 (100%) students will score a 75% or higher on a product knowledge quiz.

Measure 2: Seventy-five percent of the students will be able to perform manicures, pedicures and massage movements.

Overall: 6 out of 6 (100%) students will score a 75% or higher on a rubric grading sheet of the steps to perform a manicure, pedicure, and massage movements.

Measure 3: Seventy-five percent of the students will score a 75% or higher on a multiple-choice test given on this subject.

Overall: 6 out of 6 (100%) students scored a 75% or higher on the multiple-choice test.

Outcome 2: Explain and practice correct procedures for shampooing.

Measure 1: Seventy-five percent of the students will score a 75% or higher on a multiple-choice test over shampooing.

Overall: 6 out of 6 (100%) students scored a 75% or higher on a multiple-choice test over shampooing.

Measure 2: Seventy-five percent of the students will demonstrate a proper shampooing procedure.

Overall: 6 out of 6 (100%) students will demonstrate a proper shampooing procedure with a rubric grading sheet.

Outcome 3: Identify and select the appropriate materials, implements, and supplies for facials and make-up application

Measure 1: Seventy-five percent of the students will be knowledgeable of what product and implements to be used on what skin type.

Overall: 6 out of 6 (100%) of the students will be able to properly set up to a facial service scoring a 75% or greater with a rubric grading sheet.

Measure 2: Seventy-five percent of the students will be able to demonstrate a facial with a 75% or higher score on a rubric grading sheet.

Overall: 6 out of 6 (100%) of the students scored a 75% or higher on the rubric grading sheet for properly demonstrating a facial.

Measure 3: Seventy-five percent of the students will score a 75% or higher on a multiple-choice test.

Overall: 6 out of 6 (100%) of the students scored a 75% or higher on a multiple-choice test.

Results and Analysis – Physical Services I COS2012 – Spring - 2020

Findings: Allowing the students to watch video over procedures and demonstrate the procedures are great for a student to see and follow.

Strengths: Students respond well to hands on. Students also respond to product that they are knowledgeable about.

Weaknesses: Keeping up with the latest products. Products are made to be used within their product line. Products are expensive.

Some of the students were finding it hard to concentrate outside of the classroom.

Recommendations: Research product lines.

Actions: Product lines are being researched for the best for the students and the school.

Kansas Law COS1002 – Spring 2020

Assessment Outcomes, Measures, and Data

Outcome 1: Discuss the laws as provided by the Kansas Board of Cosmetology.

Measure 1 – Every student will practice these laws daily.

Overall 6 out of 6 Students (100%) can follow the laws.

Measure 2 – Every student will know how to use disinfectant and where to properly store them.

Overall 6 out of 6 Students (100%) can follow the manufactures directions and know to store them away from the public.

Measure 3 – The students are tested with pop quizzes and written test with 15 out of 15 students pass with a 75% or greater.

Overall 6 out of 6 Students (100%) will score a 75% or higher on a multiple-choice written test or a question and answer pop quiz.

Outcome 2: Describe rules and regulations relating to infection control.

Measure 1 – The students practices the safe and sanitation of procedures to clients daily.

Overall 6 out of 6 Students (100%) will Score a 75% or higher in a client sanitation to the client.

Measure 2 - The procedures become natural actions

Overall 6 out of 6 Students (100%) will Score a 75% or higher that the students follow the rules and regulations provided by the Board of Cosmetology.

Measurer 3 – The instructors inspect the salon floor, classrooms, and equipment to make sure that proper sanitation is being done.

Overall 6 out of 6 Students (100%) will Score a 75% or higher of the end of the work day of proper sanitation.

Outcome 3: Describe the rules and regulations relating to examinations.

Measure 1 – The students are given a practical to perform a Blood Spill Procedure and 15 out of 15 students completed with 100% accuracy.

Overall 6 out of 6 Students (100%) will pass a rubric of the Blood Spill Procedures with a 75% or higher score.

Measure 2 – The students are given a worksheet to find the answers in the law book and underline the answer, put the page number on the worksheet where the answer was found and write the answer on the worksheet.

Overall 6 out of 6 Students (100%) will pass a multiple-choice test with a score of 75% or greater.

Measure 3 - The students will have law questions included in their written test of multiple-choice at a state level. Also, when the students are eligible to take their practical test, the students will have to perform infection control in a safe manor for their client and themselves. KBOC is very strict about the rules and regulations of infection control.

Overall 6 out of 6 (100%) students will pass with a score of 75% or higher on a multiple-choice test.

Outcome 4: Explain the rules and regulations relating to schools, establishment, inspections and cosmetology school course curriculums.

Measure 1 – The students will have knowledge of the rules and regulations relating to schools, establishments, inspections and cosmetology school course curriculums.

Overall 6 out of 6 (100%) students will be involved in a class discussion about the rules and regulations relating to schools, establishment, inspections, and cosmetology school curriculums.

Measure 2 – The students are given a worksheet to fill in the answers about the rules and regulations relating to schools, establishments, inspections, and cosmetology school course curriculums.

Overall 6 out of 6 (100%) students will pass with a 75% or higher on the worksheet.

Measure 3 – The students will have law questions about the rules and regulations on their final exam and possibly on the state level test.

Overall 6 out of 6 (100%) student will pass with a score of 75% or higher on a multiple-choice test.

Outcome 5: Explain the rules and regulations relating to electrolysis apprentice.

Measure 1 – The students will have the knowledge of the rules and regulations relating to electrolysis apprentice.

Overall 6 out of 6 (100%) students will be involved in a class discussion about the rules and regulations to electrolysis apprentice.

Measure 2 – The students are given a worksheet to fill in the answers about the rules and regulations to electrolysis apprentice.

Overall 6 out of 6 (100%) students will pass with a score of 75% or higher on the worksheet about the rules and regulations to electrolysis apprentice.

Measure 3 - The students will have a law questions about the rules and regulations to electrolysis apprentice on their final exam and possibility on the state level test.

Overall 6 out of 6 (100%) students will pass with a score of 75% or higher on the multiple-choice test.

Results and Analysis – Kansas Law COS2004 – Spring - 2020

Findings:

We have found that the students being familiar with technical equipment to find information as long as they are directed in the proper direction, also to keep the updated version provided by the board.

Strengths:

The law book is read together as a class to ensure the proper language and meaning is being reinforced. The law book is discussed in class, also that the students know where to find the updated version when needed.

Weaknesses:

The law book is in a legal language which is not interesting to read.

Recommendations:

To keep the updated version provided by the KBOC.

To keep reading as a class with question and answers as we read.

The laws change and the students are made aware of this, and are knowledgeable of how to keep up on this information, also that it is their professional responsibility.

Actions:

We have found that the students are understanding the law book language when open discussions are done during the time of reading the book aloud as a class.

The measures are direct and met, so at this time I do not see that any actions need to be taken.

Physical Services III COS2012– Spring 2020**Assessment Outcomes, Measures, and Data**

Outcome 1: Describe the importance of the consultation phase of an artificial nail service.

Measure 1: Seventy five percent of students will be able to conduct a client consultation about the proper nail enhancement service would be best for their client with 75% or higher accuracy.

Overall: 7 out of 7 students (100%) did this task with 75% or higher accuracy.

Measure 2: Seventy five percent of students will be able to choose correct product and application procedures per client with 75% or higher accuracy.

Overall: 7 out of 7 students (100%) did this task with 75% or higher accuracy.

Outcome 2: Identify the main purpose of a proper artificial nail preparation

Measure 1: Seventy five percent of students will be able to demonstrate in a safe and sanitary manner the preparation of a nail for nail enhancement.

Overall: 7 of 7 students (100%) did this task with 75% or higher accuracy.

Measure 2: Seventy five percent of students will be able to identify the proper products to be used for a nail preparation with 75% or higher accuracy.

Overall: 7 out of 7 students (100%) did this task with 75% or higher accuracy.

Outcome 3: Explain the importance of a well-balanced nail.

Measure 1: Seventy five percent of students will be able to explain that a well-balanced nail looks more like one's natural nail with 75% or higher accuracy.

Overall: 7 out of 7 students (100%) did this with 75% or higher accuracy.

Measure 2: Seventy five percent of students will be able to build a nail enhancement to make it look as natural as possible with 75% or higher accuracy.

Overall: 7 out of 7 students (100%) did this task with 75% or higher accuracy.

Results and Analysis Physical Services III COS2012— Spring 2020

Findings: We need to find a way to get more hands-on practice on humans.

Strengths: Students have product knowledge to know what products that can and cannot be used.

Weaknesses: Not enough human services to get confidence for nail preparation service.

Recommendations: Advertise more to get client's in the door.

Actions: Incorporate more advertising to have more clients for students to practice nail enhancements on.

Physical Services I COS2012 – Spring – 2020

Assessment Outcomes, Measures, and Data

Outcome 1: Describe the purpose and effects of shampoos and rinses, scalp and hair treatments, manicure and pedicures, and massage movements.

Measure 1: Seventy-five percent of the students will be able to know what proper shampoos, rinses, scalp and hair treatments for the service that they are going to perform.

Overall: 6 out of 6 (100%) students will score a 75% or higher on a product knowledge quiz.

Measure 2: Seventy-five percent of the students will be able to perform manicures, pedicures and massage movements.

Overall: 6 out of 6 (100%) students will score a 75% or higher on a rubric grading sheet of the steps to perform a manicure, pedicure, and massage movements.

Measure 3: Seventy-five percent of the students will score a 75% or higher on a multiple-choice test given on this subject.

Overall: 6 out of 6 (100%) students scored a 75% or higher on the multiple-choice test.

Outcome 2: Explain and practice correct procedures for shampooing.

Measure 1: Seventy-five percent of the students will score a 75% or higher on a multiple-choice test over shampooing.

Overall: 6 out of 6 (100%) students scored a 75% or higher on a multiple-choice test over shampooing.

Measure 2: Seventy-five percent of the students will demonstrate a proper shampooing procedure.

Overall: 6 out of 6 (100%) students will demonstrate a proper shampooing procedure with a rubric grading sheet.

Outcome 3: Identify and select the appropriate materials, implements, and supplies for facials and make-up application

Measure 1: Seventy-five percent of the students will be knowledgeable of what product and implements to be used on what skin type.

Overall: 6 out of 6 (100%) of the students will be able to properly set up to a facial service scoring a 75% or greater with a rubric grading sheet.

Measure 2: Seventy-five percent of the students will be able to demonstrate a facial with a 75% or higher score on a rubric grading sheet.

Overall: 6 out of 6 (100%) of the students scored a 75% or higher on the rubric grading sheet for properly demonstrating a facial.

Measure 3: Seventy-five percent of the students will score a 75% or higher on a multiple-choice test.

Overall: 6 out of 6 (100%) of the students scored a 75% or higher on a multiple-choice test.

Results and Analysis – Physical Services I COS2012 – Spring - 2020

Findings: Allowing the students to watch video over procedures and demonstrate the procedures are great for a student to see and follow.

Strengths: Students respond well to hands on. Students also respond to product that they are knowledgeable about.

Weaknesses: Keeping up with the latest products. Products are made to be used within their product line. Products are expensive.

Some of the students were finding it hard to concentrate outside of the classroom.

Recommendations: Research product lines.

Actions: Product lines are being researched for the best for the students and the school.

Physical Services II – COS1016 – Spring 2020

Assessment Outcomes, Measures, and Data

Outcome 1: Describe the purpose and effects of a facial.

Measure 1: Seventy-five percent of the students will understand the purpose and effects of a facial.

Overall: 4 out of 4 (100%) students will score 75% or higher on the purpose and effects of a facial quiz.

Measure 2: Seventy-five percent of the students will understand the purpose of facial products.

Overall: 4 out of 4 (100%) students will score 75% or higher on the facial procedures quiz.

Measure 3: Seventy-five percent of the students will score a 75% or higher on a multiple-choice test given on this subject.

Overall: 4 out of 4 (100%) students scored a 75% or higher on the multiple-choice test.

Outcome 2: Demonstrate basic procedure for a facial.

Measure 1: Seventy-five percent of the students will watch a demonstration of a basic facial being performed.

Overall: 4 out of 4 (100%) students answer a quiz over the demonstration scoring a 75% or higher.

Measure 2: Seventy-five percent of the students have listed the steps of a basic facial.

Overall: 4 out of 4 (100%) students were graded on a list of steps for the basic facial.

Measure 3: Seventy-five percent of the students will be able to perform the basic facial on clients.

Overall: 4 out of 4 (100%) students scored a 75% or higher on the rubric grading sheet for properly demonstrating a facial.

Results and Analysis – Physical Services II – COS1016 – Spring 2020

Findings: Allowing the students to watch video over procedures and demonstrate the procedures are great for a student to see and follow.

Strengths: Students respond well to hands on. Students also respond to product that they are knowledgeable about.

Weaknesses: Keeping up with the latest products. Products are made to be used within their product line. Products are expensive.

Recommendations: Research product lines and techniques.

Actions: Product lines are being researched for the best for the students and the school.

Scientific Concepts COS1015 – Spring - 2020

Assessment Outcomes, Measures, and Data

Outcome 1: Explain and demonstrate sanitation practices as prescribed by Kansas Board of Cosmetology.

Measure 1: Sanitation practices with KBOC (Kansas Board of Cosmetology) have changed to those changes will be implemented.

The students will be able to explain the differences between cleaning, disinfecting and sterilizing.

Overall: The students will explain the differences with 75% or better accuracy.

6 out of 6 students (100%) completed this with 75% or better accuracy. This outcome was met.

Outcome 2: Describe and implement safety precautions as prescribed by OSHA for the salon.

Measure 1: The student will learn the layout of the updated OSHA required Safety Data Sheets that are implemented worldwide.

Overall: The students will be able to list the 16 categories of information required on the updated Safety Data Sheets. 10 out of 10 (100%) students will be able to list the categories with a 75% or higher.

Outcome 3: Describe simple safety and first-aid applications for cuts, minor burns, choking, fainting and eye injury.

Measure 1: The students practice blood spill procedures more often to stay in compliance with KBOC (Kansas Board of Cosmetology) standards that have recently changed. The instructors have demonstrated the different procedures and shown videos of how to properly perform them without harming the person.

Overall: This outcome was met. 6 out of 6 (100%) students will be able to respond to a blood spill or injury in a professional manner scoring a 75% or higher on a practical test.

Outcome 4: Identify the anatomy of the hair and scalp.

Measure 1 – The students will be able to identify the anatomy of the hair and scalp.

Overall 6 out of 6 (100%) of the students will pass with a score of 75% or higher on a worksheet about the anatomy of the hair and scalp.

Outcome 5: Analyze the form, length, texture, density and porosity of the hair.

Measure 1 – The students will be able to analyze the form, length, texture, density and porosity of the hair.

Overall 6 out of 6 (100%) students will score a 75% or higher on a worksheet about the form, length, texture, density and porosity of the hair.

Outcome 6: Identify conditions and disorders of the hair and scalp.

Measure 1 – The students will be able to identify conditions and disorders of the hair and scalp.

Overall 6 out of 6 (100%) students will pass with a 75% or higher score on a worksheet about the conditions and disorder of the hair and scalp.

Outcome 7: Describe the anatomy of the skin.

Measure 1 – The students will learn the anatomy of the skin.

Overall 6 out of 6 (100%) students will score a 75% or greater on a worksheet about the anatomy of the skin.

Outcome 8: Identify conditions and disorders of the skin.

Measure 1 – The students will be able to identify conditions and disorders of the skin.

Overall 6 out of 6 (100%) students will score a 75% or greater on a worksheet about the conditions and disorders of the skin.

Outcome 9: Explain the anatomy, growth and regeneration of the nail

Measure 1 – The students will have the knowledge of the anatomy, growth and regeneration of the nail.

Overall 6 out of 6 (100%) students will score a 75% or greater on a worksheet about the anatomy, growth, and regeneration of the nail.

Outcome 10: Describe irregularities, disorders and diseases of the nail.

Measure 1 – The students will have the knowledge of the irregularities, disorders and diseases of the nail.

Overall 6 out of 6 (100%) students will score a 75% or greater on a worksheet about the irregularities, disorders and diseases of the nail.

Results and Analysis – Scientific Concepts COS1015 – Spring - 2020

Findings: Having hand on projects through understanding and staying focused. Some of the chapters has been beneficial to them on

Strengths: All outcomes were met, and students have a better understanding of the bacteria that are unseen but can be harmful in a salon setting.

Weaknesses: Keeping the students engaged through some of the lengthy chapters.

Recommendations: I am going to research for more hands-on projects.

Actions: I have been using the internet to see what some of the other schools have done that might benefit our students.

Fall 2020 Assessment Data

Scientific Concepts COS1015 – Fall 2020 - Full Time

Assessment Outcomes, Measures, and Data

Outcome 1: Explain and demonstrate safety and sanitation practices and precautions as prescribed by the Kansas Board of Cosmetology and OSHA.

Measure 1: Sanitation practices with KBOC (Kansas Board of Cosmetology) have changed to those changes will be implemented.

The students will be able to explain the differences between cleaning, disinfecting and sterilizing.

Overall: The students will explain the differences with 75% or better accuracy.

3 out of 3 students (100%) completed this with 75% or better accuracy. This outcome was met.

Measure 2: The student will learn the layout of the updated OSHA required Safety Data Sheets that are implemented worldwide.

Overall: The students will be able to list the 16 categories of information required on the updated Safety Data Sheets. 3 out of 3 (100%) students will be able to list the categories with a 75% or higher.

Outcome 2: Describe simple safety and first-aid applications for cuts, minor burns, choking, fainting and eye injury.

Measure 1: The students practice blood spill procedures more often to stay in compliance with KBOC (Kansas Board of Cosmetology) standards that have recently changed. The instructors have demonstrated the different procedures and shown videos of how to properly perform them without harming the person.

Overall: This outcome was met. 3 out of 3 (100%) students will be able to respond to a blood spill or injury in a professional manor scoring a 75% or higher on a practical test.

Outcome 3: Identify the anatomy of the hair and scalp.

Measure 1 – The students will be able to identify the anatomy of the hair and scalp.

Overall, 3 out of 3 (100%) of the students will pass with a score of 75% or higher on a worksheet about the anatomy of the hair and scalp.

Measure 2 – The students will be able to analyze the form, length, texture, density and porosity of the hair.

Overall, 3 out of 3 (100%) students will score a 75% or higher on a worksheet about the form, length, texture, density and porosity of the hair.

Measure 3 – The students will be able to identify conditions and disorders of the hair and scalp.

Overall, 3 out of 3 (100%) students will pass with a 75% or higher score on a worksheet about the conditions and disorder of the hair and scalp.

Outcome 4: Describe the anatomy, conditions and disorders of the skin.

Measure 1 – The students will learn the anatomy of the skin.

Overall, 3 out of 3 (100%) students will score a 75% or greater on a worksheet about the anatomy of the skin.

Measure 2 – The students will be able to identify conditions and disorders of the skin.

Overall, 3 out of 3 (100%) students will score a 75% or greater on a worksheet about the conditions and disorders of the skin.

Outcome 5: Explain the anatomy, growth and regeneration, irregularities, disorders and diseases of the nail.

Measure 1 – The students will have the knowledge of the anatomy, growth and regeneration of the nail.

Overall, 3 out of 3 (100%) students will score a 75% or greater on a worksheet about the anatomy, growth, and regeneration of the nail.

Measure 2 – The students will have the knowledge of the irregularities, disorders and diseases of the nail.

Overall, 3 out of 3 (100%) students will score a 75% or greater on a worksheet about the irregularities, disorders and diseases of the nail.

Results and Analysis – Scientific Concepts COS1015 – Fall - 2020 - Full Time

Findings: Having hand on projects through understanding and staying focused. Some of the chapters has been beneficial to them on

Strengths: All outcomes were met, and students have a better understanding of the bacteria that are unseen but can be harmful in a salon setting.

Weaknesses: Keeping the students engaged through some of the lengthy chapters.

Recommendations: I am going to research for more hands-on projects.

Actions: I have been using the internet to see what some of the other school have done that might benefit our students. I have joined 3 Facebook closed groups of Cosmetology Instructors. This group gives out ideas and results and bounces ideas off each other. Some of the content is very helpful at times.

Hair Designing I COS1025 – Fall 2020 – Full Time

Assessment Outcomes, Measures, and Data

Outcome 1: Describe the purpose and effects of hair shaping and hair styling.

Measure 1: Seventy-five percent of students will score a 75% or higher on a multiple-choice test given on this subject.

Overall: 3 out of 3 students (100%) scored a 75% or higher on the multiple-choice test.

Measure 2: Seventy-five percent of students will score a 75% or higher on a project of seeing a picture of a hair style and understand what to do to achieve this hair style.

Overall: 3 out of 3 students were able to tell the instructor where the point of origin of the hair style should begin.

Measure 3: Seventy-five percent of the students will score a 75% or higher on a project to show the angles of the hair style.

Overall: 3 out of 3 students will score a 75% or higher on a project to show how the hair style should be arranged.

Outcome 2: Identify and select the materials, supplies, and implements needed for hair shaping, hair styling, and thermal styling.

Measure 1: The students will be able to know the right tools and product for the selected hair style through a class project. The students will score a 75% or higher on their project.

Overall: 3 out of 3 students scored a 75% or higher in their group project.

Measure 2: Seventy-five percent of the students will score a 75% or higher on product knowledge.

Overall: 3 out of 3 students will score a 75% or higher on a multiple-choice test over product knowledge.

Measure 3: Seventy-five percent of the students will score a 75% or higher on implement knowledge.

Overall: 3 out of 3 students will score a 75% or higher on a multiple-choice test over implement knowledge.

Outcome 3: Define and demonstrate basic hair styling techniques including finger waving and shaping.

Measure 1: Seventy-five percent of the students will score a 75% or higher on the description of finger waving and shaping of the hair.

Overall: 3 out of 3 (100%) of the students scored a 75% or higher on a multiple-choice test over the description of finger waving and shaping of the hair.

Measure 2: Seventy-five percent of the students will score a 75% or higher on defining and demonstrating basic hair styling techniques including finger waving and shaping on a rubric test.

Overall: 3 out of 3 Students (100%) scored a 75% or higher on a rubric test given over this subject.

Outcome 4: Explain and demonstrate safety precautions in hair shaping and thermal styling.

Measure 1: Seventy-five percent of the students will score a 75% or higher on the explaining the safety of hair shaping and thermal styling on a multiple-choice test.

Overall: 3 out of 3 (100%) of the students scored a 75% or higher on the multiple-choice test over the explanation of the safety of hair shaping and thermal styling.

Measure 2: Seventy-five percent of the students will score a 75% or higher on the techniques of hair shaping and thermal styling.

Overall: 3 out of # (100%) of the students scored a 75% or higher on a multiple-choice test over the techniques of hair shaping and thermal styling.

Measure 3: Seventy-five percent of the students will score a 75% or higher on explaining and demonstrating safety precautions on hair shaping and thermal styling rubric test.

Overall: 3 out of 3 Students (100%) scored a 75% or higher on a rubric test given over this subject.

Results and Analysis – Hair Designing I – Fall - 2020 – Full Time

Findings: Allowing the students to use their phones to look up the latest hair styles.

Strengths: Outcomes were met.

Weaknesses: Some of the students were finding it hard to concentrate not being in the classroom. There again we did the best we could working out of the Wood's Room. The last 2 weeks were done

virtual which took away from face to face time with students. I did however push the hands-on practice earlier than normal to ensure that the students received some one on one with practical work.

Recommendations: Hopefully next semester we will be back in the classroom where we can proceed forward with learning.

Actions: Keeping implement and products up to date with the time of the hairstyles.

Physical Services I COS2012 – Fall – 2020 – Full Time

Assessment Outcomes, Measures, and Data

Outcome 1: Describe the purpose and effects of shampoos and rinses, scalp and hair treatments, manicure and pedicures, and massage movements.

Measure 1: Seventy-five percent of the students will be able to know what proper shampoos, rinses, scalp and hair treatments for the service that they are going to perform.

Overall: 3 out of 3 (100%) students will score a 75% or higher on a product knowledge quiz.

Measure 2: Seventy-five percent of the students will be able to perform manicures, pedicures and massage movements.

Overall: 3 out of 3 (100%) students will score a 75% or higher on a rubric grading sheet of the steps to perform a manicure, pedicure, and massage movements.

Measure 3: Seventy-five percent of the students will score a 75% or higher on a multiple-choice test given on this subject.

Overall: 3 out of 3 (100%) students scored a 75% or higher on the multiple-choice test.

Outcome 2: Identify and select the appropriate materials, implements, and supplies for facials and make-up application

Measure 1: Seventy-five percent of the students will be knowledgeable of what product and implements to be used on what skin type.

Overall: 3 out of 3 (100%) of the students will be able to properly set up to a facial service scoring a 75% or greater with a rubric grading sheet.

Measure 2: Seventy-five percent of the students will be able to demonstrate a facial with a 75% or higher score on a rubric grading sheet.

Overall: 3 out of 3 (100%) of the students scored a 75% or higher on the rubric grading sheet for properly demonstrating a facial.

Measure 3: Seventy-five percent of the students will score a 75% or higher on a multiple-choice test.

Overall: 3 out of 3 (100%) of the students scored a 75% or higher on a multiple-choice test.

Outcome 3: Identify and select the appropriate equipment, supplies and implements for manicures, pedicures, facials and makeup application.

Measure 1: Seventy-five percent of the students will be knowledgeable of the appropriate equipment for the type of service to be performed.

Overall: 3 out of 3 (100%) of the students will score a 75% or higher on a multiple-choice test over the appropriate equipment for the type of service to be performed.

Measure 2: Seventy-five percent of the students will be knowledgeable of what supplies to be used for the type of service to be performed.

Overall: 3 out of 3 (100%) of the students will score a 75% or higher on a multiple-choice test over the appropriate supplies to be used for the type of service to be performed.

Measure 3: Seventy-five percent of the students will be knowledgeable of what implements are appropriate for the type of service to be performed.

Overall: 3 out of 3 (100%) of the students will score a 75% or higher on a multiple-choice test over what implements are appropriate for the type of service to be performed.

Measure 4: Seventy-five percent of the students will be knowledgeable of the appropriate equipment, supplies and implements for manicures, pedicures, facials, and makeup application.

Overall: 3 out of 3 (100%) of the students scored a 75% or higher on the selection of the appropriate equipment, supplies and implements for manicures, pedicures, facials, and makeup application with a rubric grading sheet.

Outcome 4: Describe and locate the facial nerves and muscles.

Measure 1: Seventy-five percent of the students will be knowledgeable of the location of the facial nerves.

Overall: 3 out of 3 (100%) of the students will score a 75% or higher on a multiple-choice test about the location of facial nerves.

Measure 2: Seventy-five percent of the students will be knowledgeable of the location of the facial muscles.

Overall: 3 out of 3 (100%) of the students will score a 75% or higher on a multiple-choice test about the location of the facial muscles.

Measure 3: Seventy-five percent of the students will be knowledgeable of the description of the facial nerves and muscles.

Overall: 3 out of 3 (100%) of the students will score a 75% or higher on a multiple-choice test about the description of the facial nerves and muscles.

Outcome 5: Describe and practice eyebrow arching.

Measure 1: Seventy-five percent of the students will be knowledgeable of the how to arch the eyebrow.

Overall: 3 out of 3 (100%) of the students will score a 75% or higher on a multiple-choice test about how to arch the eyebrow.

Measure 2: Seventy-five percent of the students will be knowledgeable of the practicing of arching an eyebrow.

Overall: 3 out of 3 (100%) of the students will score a 75% or higher on a rubric grading sheet over the safe and proper way to arch an eyebrow on a client.

Results and Analysis – Physical Services I COS2012 – Fall - 2020

Findings: Allowing the students to watch video over procedures and demonstrate the procedures are great for a student to see and follow.

Strengths: Students respond well to hands on. Students also respond to product that they are knowledgeable about.

Weaknesses: Keeping up with the latest products. Products are made to be used within their product line. Products are expensive. Also, this year with social distancing we had limited access to the salon floor to practice with the actual equipment. I did the best I could in the Wood's Room. We also didn't have a white board or tv. So, showing videos was on my computer screen for the class to watch. Some of the students were finding it hard to concentrate outside of the classroom. The last 2 weeks were done virtual which took away from face to face time with students. I did however push the hands-

on practice earlier than normal to ensure that the students received some one on one with practical work.

Recommendations: Research product lines.

Actions: Product lines are being researched for the best for the students and the school.

Hopefully we will be returning to the regular classroom next semester where my tv, white board, supplies are. Also, the salon floor will be accessible from my classroom.

Kansas Law COS1002 – Fall 2020 – Full Time Assessment Outcomes, Measures, and Data

Outcome 1: Discuss the laws as provided by the state of Kansas.

Measure 1 – Every student will practice these laws daily.

Overall, 3 out of 3 Students (100%) can follow the laws.

Measure 2 – Every student will know how to use disinfectant and where to properly store them.

Overall, 3 out of 3 Students (100%) can follow the manufactures directions and know to store them away from the public.

Measure 3 – The students are tested with pop quizzes and written test with 3 out of 3 students pass with a 75% or greater.

Overall, 3 out of 3 Students (100%) scored a 75% or higher on a multiple-choice written test or a question and answer pop quiz.

Outcome 2: Describe rules and regulations relating to infection control.

Measure 1 – The students practice safety and sanitation of procedures to clients daily.

Overall, 3 out of 3 Students (100%) scored a 75% or higher in a client sanitation rubric.

Measure 2 – The procedures become natural actions.

Overall, 3 out of 3 Students (100%) scored a 75% or higher that the students follow the rules and regulations provided by the Board of Cosmetology rubric.

Measure 3 – The instructors inspect the salon floor, classrooms, and equipment to make sure that proper sanitation is being done.

Overall, 3 out of 3 Students (100%) scored a 75% or higher at the end of the workday of proper sanitation rubric.

Outcome 3: Describe the rules and regulations relating to examinations.

Measure 1 – The students are given a practical to perform a Blood Spill Procedure and 3 out of 3 students completed with 100% accuracy.

Overall, 3 out of 3 Students (100%) passed a rubric of the Blood Spill Procedures with a 75% or higher score.

Measure 2 – The students are given a worksheet to find the answers in the law book and underline the answer, put the page number on the worksheet where the answer was found and writ the answer on the worksheet.

Overall, 3 out of 3 Students passed with a score of 75% or higher with completing this worksheet.

Measure 3 – The students will have law questions included in their written test of multiple-choice at the state level. Also, when the students are eligible to take their practical test, the students

will have to perform infection control in a safe manner for their client and themselves. KBOC is very strict about the rules and regulations of infection control.

Overall, 3 out of 3 Students (100%) passed the multiple-choice test with a score of 75% or higher.

Outcome 4: Explain the rules and regulations relating to schools, establishments, inspections, and cosmetology school course curriculums.

Measure 1 – The students will have knowledge of the rules and regulations relating to schools, establishments, inspections and cosmetology school course curriculums.

Overall, 3 out of 3 Students (100%) will be involved in a class discussion about the rules and regulations relating to schools, establishments, inspections, and cosmetology school curriculums.

Measure 2 – The students are given a worksheet to fill in the answers about the rules and regulations relating to schools, establishments, inspections, and cosmetology school course curriculums.

Overall, 3 out of 3 Students (100%) passed with a 75% or higher on the worksheet.

Measure 3 – The students will have law questions about the rules and regulations on their final exam and on the state level test.

Overall, 3 out of 3 Students (100%) passed a multiple-choice test with a 75% or higher.

Results and Analysis – Kansas Law COS2004 – Fall 2020

Findings:

We have found that the students being familiar with technical equipment to find information as long as they are directed in the proper direction, also to keep updated version provided by the board.

Strengths:

The law book is read together as a class to ensure the proper language and meaning is being reinforced.

The law book is discussed in class, also that the students know where to find the updated version when needed.

Weaknesses:

The law book is in legal language which is not interesting to read. Due to the COVID19 temperature restrictions caused more absences than normal. When most of the course is class participation it makes it hard to get caught up or to make sure that the student receives all the information that was discussed. Reason being a lot of topics are questions that are asked during the reading and lecture and are explained at that time.

Recommendations:

To keep the updated version provided by the KBOC.

To keep reading as a class with question and answers as we read.

The laws change and the students are made aware of the and are knowledgeable of how to keep up on this information, also that it is their professional responsibility.

Actions:

We have found that the students are understanding the law book language when open discussions are done during the time of reading the book aloud as a class.

The measures are direct and met, so at this time I do not see that any actions need to be taken.

Business Practices I – COS1021 – Fall 2020, 1st 8 weeks

Assessment Outcomes, Measures, and Data

Outcome 1: List item that needs to be considered before opening a beauty salon and discuss financial considerations involved in operation.

Measure 1: Seventy-five percent of the students will be able to pass a quiz on the subject in Canvas with 75% or better accuracy.

Overall: 11 out of 11 (100%) of the students scored a 75% or greater on the quiz.

Measure 2: Seventy-five percent of the students will be able to understand how to research the items of what they will need before opening a salon.

Overall: 4 out of 4 (100%) of the students scored a 75% or greater on a paper that they have listed the items needed to open a beauty salon.

Outcome 2: Explain the importance of maintaining accurate business records.

Measure 1: Seventy-five percent of the students will be able to maintain client chemical records during their daily salon work.

Overall: 11 out of 11 (100%) completed client chemical record cards during daily salon floor and practical work.

Measure 2: Seventy-five percent of the students will understand the different kind of business levels like booth rent, commission, cooperation, and partnership through a class discussion on the subject.

Overall: 11 out of 11 (100%) participated in a class discussion and wrote a paragraph over the information.

Results and Analysis – Business Practices I – Fall 2020

Findings: Class discussions are great.

Strengths: The class discussions are great for involvement and clarification and students like hearing other people's opinions (most of the time). They also love to help each other out which is great since we encourage teamwork all the time.

Weaknesses: Shy students tend to not say much during discussions and need to be kind of called out and I hate to have to do that, but this is a profession that they need to be able to communicate with people in a public setting.

Recommendations: Continue classroom discussion and update information as it changes.

Actions: No actions are required at this time.

Business Practices II COS2002 – Fall 2020

Assessment Outcomes, Measures, and Data

Outcome 1: Explain the importance of good business operation and personnel management.

Measure 1: Seventy-five percent of students will score a 75% or higher on a multiple choice test over Ch.30.

Overall: 3 out of the 3 (100%) students scored a 75% or higher on the multiple choice test.

Measure 2: Seventy-five percent of students will score a 75% or higher on a budgeting activity to monitor daily expenses and where costs could be cut. Students kept log of spending for 5 days.

Overall: 3 out of 3 (100%) students scored a 75% or higher on this activity.

Outcome 2: Discuss the principles and practices of good selling.

Measure 1: Seventy-five percent of students will score a 75% or higher on Ch.31 theory workbook on the advantages of retail sales in a salon setting.

Overall: 3 out of the 3 (100%) of students scored a 75% or higher on the quiz.

Measure 2: Seventy-five percent of students will score a 75% or higher in a client consultation on selling retail products or upselling a service to customers, Ch.31 Notebook

Overall: 3 out of 3 (100%) of students scored a 75% or higher in the activity.

Measure 3: Seventy-five percent of students will score a 75% or higher on a presentation of service knowledge, by completing Ch.31 Exam Review

Overall: 3 out of 3 (100%) of students scored a 75% or higher on this presentation.

Outcome 3: Explain the importance of advertising.

Measure 1: Seventy-five percent of students will score a 75% or higher on daily dress code and professionalism. Students are graded daily on dress code, attendance and professionalism.

Overall: 3 out of 3 (100%) of students scored a 75% or higher on this daily task.

Measure 2: Seventy-five percent of students will score a 75% or higher on the requirements to bring clients in for salon services through word of mouth.

Overall: 0 out of 3 (0%) of students scored a 75% or higher on this task. Due to Covid-19 restrictions were put in place for salons by KBOC and ICC, staying within the guidelines we were not able to open salon floor to public as we normally would, therefore students were not able to complete this measure.

Measure 3: Seventy-five percent of students will score a 75% or higher on building a portfolio of their work and/or posting to social media.

Overall: 0 out of 3 (0%) of students scored a 75% or higher on this task. Due to Covid-19 restrictions were put in place for salons by KBOC and ICC, staying within the guidelines we were not able to open salon floor to public as we normally would, therefore students were not able to complete this measure.

Results and Analysis – Business Practices II – Fall 2020

Findings Students have learned the benefits of being a “walking billboard” to advertise their own work to clients. They learn the importance of personal hygiene and maintaining their self-image.

Strengths: 2 of 3 outcomes were met.

Weaknesses: Due to Covid-19 pandemic, 2 of the 3 measures of outcome 3 could not be measured, due to restrictions put in place by Kansas Board of Cosmetology and ICC, in order to provide the safest learning environment for students and faculty.

Recommendations: Outcome 3 will need to be changed in future if the above mentioned restrictions are kept in place.

Chemical Services II COS2004– Fall 2020

Assessment Outcomes, Measures, and Data

Outcome 1: Describe and demonstrate hair coloring and hair lightening procedures, removal of artificial color and special effects in chemical waving.

Measure 1: Seventy five percent of students will demonstrate proper application of hair coloring in a safe and sanitary manner with 75% or higher accuracy during their daily practical work.

Overall: 3 out of 3 students (100%) completed this application with 75% or higher accuracy.

Measure 2: Seventy five percent of students will be able to properly describe and demonstrate proper application of hair lightening procedures with 75% or higher accuracy with daily practical work.

Overall: 3 out of 3 students (100%) completed this task with 75% or higher accuracy.

Measure 3: Seventy five percent of students will be able to describe and demonstrate removal of artificial color with 75% or higher accuracy with daily practical work.

Overall: 3 out of 3 students (100%) completed this task with a 75% or higher accuracy.

Outcome 2: Identify and demonstrate corrective color measures and chemical waving procedures.

Measure 1: Seventy five percent of students will be able to choose the correct product based on a client's hair type with 75% or higher accuracy during their daily practical work.

Overall: 3 out 3 students (100%) completed this task with 75% or higher accuracy.

Measure 2: Seventy five percent of students will be able to read manufacturer's instructions on coloring and chemical waving products to decide proper application and processing times with 75% or higher accuracy.

Overall: 3 out of 3 students (100%) completed this task with 75% or higher accuracy.

Outcome 3: Explain and demonstrate fillers and conditioners and chemical hair relaxing procedures.

Measure 1: Seventy five percent of students will be able to identify and demonstrate proper application of product to be used to replace the missing pigments in the client's hair with 75% or higher accuracy during their daily practical work.

Overall: 3 out of 3 students (100%) did this with 75% or higher accuracy.

Measure 2: Seventy five percent of students will be able to identify the best conditioner product for their clients with 75% or higher accuracy during their daily practical work and discussions of different hair types.

Overall: 3 out of 3 students (100%) did this with 75% or higher accuracy.

Measure 3: Seventy five percent of students will be able explain and demonstrate how to choose the proper hair relaxing product for their client with 75% or higher accuracy during their daily practical work.

Overall: 3 out of 3 students (100%) did this task with 75% or higher accuracy.

Results and Analysis Chemical Services II COS2004— Fall 2020

Findings: We wish that the salon floor could have been open more to get client's to practice on, but due to Covid-19 we were open limited hours. We have very few client's that make appointments for Relaxing services.

Strengths: Students worked on proper application and smoothing with a mock chemical for hair coloring, permanent waving and hair relaxing services.

Weaknesses: Covid-19. It's hard for students to get the whole picture when they can't work on clients.

Recommendations: Hope that the floor gets open and restrictions have been lifted so that our students can get more practice on humans.

Actions: Incorporate the recommendations the next time this class is offered.

Chemical Services III COS 2015– Fall 2020

Assessment Outcomes, Measures, and Data

Outcome 1: Describe and demonstrate hair coloring and hair lightening special effects.

Measure 1: Seventy five percent of students will be able to demonstrate hair coloring and hair lightening application in a safe and sanitary manner with 75% or higher accuracy while working on salon clients.

Overall: 2 out of 2 students (100%) demonstrated this task with 75% or higher accuracy.

Measure 2: Seventy five percent of students will keep client coloring and lightening records that explain the formulas, methods and procedures used for each service with 75% or higher accuracy.

Overall: 2 out of 2 students (100%) demonstrated this task with 75% or higher accuracy.

Outcome 2: Describe and demonstrate chemical waving safety measures.

Measure 1: Seventy five percent of students will be able to demonstrate a chemical waving service application in a safe and sanitary manner with 75% or higher accuracy.

Overall: 2 out of 2 students (100%) demonstrated this task with 75% or higher accuracy.

Measure 2: Seventy five percent of students will keep client chemical waving records that explain product used, methods of wrapping, test curl and processing times for a chemical waving service with 75% or higher accuracy.

Overall: 2 out of 2 students (100%) demonstrated this task with 75% or higher accuracy.

Outcome 3: Describe and demonstrate chemical hair relaxing safety measures.

Measure 1: Seventy five percent of students will be able to demonstrate a chemical hair relaxing service in a safe and sanitary manner with 75% or higher accuracy.

Overall: 2 out of 2 students (100%) demonstrated this task with 75% or higher accuracy.

Measure 2: Seventy five percent of students will keep client chemical hair relaxing records that explain the product used, methods of application and processing time with 75% or better accuracy.

Overall: 2 out of 2 students (100%) demonstrated this task with 75% or higher accuracy.

Results and Analysis Chemical III COS2015 — Fall 2020

Findings: We have found that since this course is in the 2nd 8 weeks of the last semester of the program that students have struggled with confidence of these skills at an entry level position due to salon being closed because of Covid-19

Strengths: Students have practiced this skill numerous times to build confidence, as it is a requirement for the state practical exam.

Weaknesses: With salon floor being closed due to Covid-19, along with remote learning in place for Spring of 2020, students are lacking in skill and confidence.

Recommendations: Instructors need to continue to stay up to date with new products and procedures.

Actions: As long as we can stay face to face with students, we will continue to practice this skill.

Chemical Services I COS1004 – Fall 2020, 2nd 8 weeks

Assessment Outcomes, Measures, and Data

Outcome 1: Report the purpose and effects of hair coloring, hair lightening, chemical waving, and chemical relaxing services and the proper demonstration of scalp and hair analysis for safe chemical services.

Measure 1: 75% of students will be able to pass a multiple-choice Chapter 21 part 1 Study Guide on hair coloring, hair lightening, chemical waving and chemical relaxing services with a 75% or better.

Overall: 11 out of 12 students scored a 75% or higher on the study guide.

Measure 2: 75% of students will be able to complete Chapter 21 Study Guide part 2 with 75% or better accuracy.

Overall: 11 out of 12 students scored a 75% or higher on chapter 21 study guide.

Outcome 2: Define the related chemical classifications and types of hair coloring, hair lightening and chemical waving.

Measure 1: 75% of students will be able to answer a multiple-choice study guide on Chapter 21 Part 1 with 75% or better accuracy.

Overall: 10 out of 12 students scored a 75% or higher on the multiple-choice study guide.

Measure 2: 75% of students will be able to complete Chapter 21 Study Guide part 2 with 75% or better accuracy.

Overall: 10 out of 12 students scored 75% or higher on the study guide.

Outcome 3: Identify, define and select the appropriate material and supplies needed for chemical relaxing and the different classifications of chemical relaxers.

Measure 1: 75% of the students will be able to answer questions on a multiple-choice study guide Chapter 20 over the subject with 75% or higher accuracy.

Overall: 11 out of 12 students scored a 75% or higher on a study guide over this subject.

Results and Analysis – Chemical Services I COS1004 – Fall 2020, 2nd 8 weeks

Findings: Students struggled once going online. Out of the 12 I have only 3 are self-motivators. This made it very difficult to get them to engage and do their assignments.

Strengths: 3 students excelled in online and on ground learning.

Weaknesses: I had to rearrange how I teach this course because I knew we would be put online after thanksgiving and then we had positive cases in our students so we were shut down a week earlier than expected, but we made it work.

Recommendations: Research more ways to teach online in case it comes to that again.

Actions: No actions that I can think of at this time. The reasoning that some of the outcomes weren't 100% met was simply because of students not coming to school, not checking in and not doing their assignments.

Cosmetology Board Review – Fall 2020

Assessment Outcomes, Measures, and Data

Outcome 1: Demonstrate foundational knowledge in core areas tested over the licensure exam.

Measure 1: Seventy five percent of students will pass with a 75% or higher on a practice 120 question multiple choice written exam with 100 questions over chapters studied during the program and 20 questions in Kansas Board of Cosmetology law that is timed.

Overall: 2 out of 2 students performed with 75% or better accuracy.

Measure 2: Seventy five percent of students will pass with a 75% or higher on a timed practical practice exam including all the services that will be performed at the state level.

Overall: 2 out of 2 students completed with 75% or better accuracy.

Outcome 2: Correctly pack bags for practical test.

Measure 1: Seventy five percent of students will pack with a 75% or higher accuracy their bags for their practice state practical test and will make sure that everything is labeled, clean and disinfected and that they have packed the correct implements to pass their test.

Overall: 2 out of 2 students performed this with 75% or higher accuracy.

Measure 2: Seventy five percent of students will pack with 75% or higher accuracy their bags for their Kansas Board of Cosmetology practical exam.

Overall: 2 out of 2 students performed this with 75% or higher accuracy.

Outcome 3: Provide all needed documentation to program staff and to the state to be eligible to schedule testing date for licensure exam.

Measure 1: One hundred percent of students will complete all weekly time records, daily practicals and passed all courses with a 75% or higher.

Overall: 2 out of 2 students did this with 75% or higher accuracy.

Measure 2: One hundred percent of students will submit their high school diploma or GED to Kansas Board of Cosmetology prior to scheduling their exam.

Overall: 2 out of 2 students completed this with 75% or higher accuracy.

Results and Analysis – Cosmetology Board Review COS2001 – Fall 2020

Findings: Students feel prepared and confident for their state level test after completing this course.

Strengths: The more students practice each practical that will be performed at state level the more confidence they build in their skills. Students return after testing and have stated that compared to other testers from other schools they were very prepared and organized.

Weaknesses: Teaching with the uncertainty of Covid-19 has been stressful, but we have made the best of the situation we are in.

Recommendations: Continue to stay up to date with testing procedures and any changes that need to be made according to Ergometrics (testing center) and the Kansas Board of Cosmetology.

Actions: There were changes made to the practical exam, so the necessary steps were taken to update the teaching of these practicals.

Hair Designing III COS2022– Fall 2020

Assessment Outcomes, Measures, and Data

Outcome 1: Explain and demonstrate care and usage of electric cutting tools.

Measure 1: Seventy five percent of students will be able to explain and demonstrate proper handling, cleaning and disinfecting of all electrical cutting tools (clippers, trimmers, tattoo trimmer) with 75% or higher accuracy.

Overall: 2 out of 2 students (100%) completed this task with 75% or higher accuracy.

Measure 2: Seventy five percent of students will be able to decide which electrical cutting tool is used to achieve desired results with 75% or higher accuracy.

Overall: 2 out of 2 students (100%) completed this task with 75% or higher accuracy.

Outcome 2: Define and demonstrate advanced haircutting techniques.

Measure 1: Seventy five percent of students will be able to demonstrate various angles in a haircut to achieved desired results with 75% or higher accuracy.

Overall: 1 out of 2 students (50%) did this task with 75% or higher accuracy.

Measure 2: Seventy five percent of students will be able to explain and demonstrate face shapes along with hair texture to achieve a complimentary style on a client with 75% or higher accuracy.

Overall: 2 out of 2 students (100%) did this task with 75% or higher accuracy.

Outcome 3: Identify and define the various types of wigs, hair pieces and hair extensions and explain their care and maintenance.

Measure 1: Seventy five percent of students will be able to identify the difference between synthetic and human hair with 75% or higher accuracy.

Overall: 2 out of 2 students (100%) did this task with 75% or higher accuracy.

Measure 2: Seventy five percent of students will be able to describe the difference between a wig and hair piece and what would be the best option for an individual with 75% or better accuracy.

Overall: 2 out of 2 students (100%) did this task with 75% or higher accuracy.

Measure 3: Seventy five percent of students will be able to explain care and maintenance for various types of wigs, hair pieces and hair extensions with 75% or higher accuracy.

Overall: 2 out of 2 students (100%) did this task with 75% or higher accuracy.

Results and Analysis Hair Designing III COS2022 — Fall 2020

Findings: We have found that students would rather work with human hair as opposed to synthetic hair. We also noticed that students would prefer working on wigs and hair pieces that are being worn by the person that is going to wear them. Wigs and hair pieces are becoming a thing of the past. Hair extensions have taken over the market of wigs.

Students have found that proper care and maintenance keeps their clippers in working order and the clippers will last longer.

Strengths:

Weaknesses: Not getting enough live clients to use electric cutting tools or work with wigs/hair pieces

Recommendations: Before covid we had more cliental to practice with clippers on, once restrictions are lifted we can advertise to get more clipper cuts in the door.

Actions: Take the weaknesses and recommendations into consideration and implement those.

Hair Designing II COS2005 – Fall 2020, 2nd 8 weeks

Assessment Outcomes, Measures, and Data

Outcome 1: Explain and demonstrate hair designing.

Measure 1: Seventy-five of the students will pass a quiz on the subject with 75% or higher accuracy.

Overall: 10 out of 12 students scored a 75% or higher on a quiz about this subject.

Measure 2: Seventy-five of the students will understand how to balance a hair design and be able to perform it with 75% or better accuracy.

Overall: 10 out of 12 students scored a 75% or higher on hands on practicals about this subject.

Outcome 2: Define and demonstrate intermediate hair cutting techniques.

Measure 1: Seventy-five percent of the students will be able to watch a demonstration of a technique and mimic it on their mannequin with 75% or better accuracy.

Overall: 12 out of 12 students performed this with 75% or better accuracy.

Measure 2: Seventy-five percent of the students will score a 75% or higher on a multiple-choice test.

Overall: 12 out of 12 students scored a 75% or higher on a multiple-choice test.

Outcome 3: Describe and implement use of advanced wet styling aids.

Measure 1: Seventy-five percent of the students will understand how to use advanced wet styling aids through hands on practice with 75% or better accuracy.

Overall: 10 out of 12 students scored a 75% or higher on their hands-on practice of the subject.

Measure 2: Seventy-five percent of the students will score a 75% or higher on a multiple-choice test about this subject.

Overall: 10 out of 12 students scored a 75% or higher on a multiple-choice test.

Outcome 4: Explain and implement the use of advanced thermal styling aids and marcel iron curling.

Measure 1: Seventy-five percent of students will be able to demonstrate thermal styling on a mannequin with 75% or better accuracy.

Overall: 12 out of 12 students performed with 75% or better accuracy.

Measure 2: Seventy-five percent of students will pass a quiz over thermal curling with 75% or better accuracy.

Overall: 12 out of 12 students passed with a 75% or better.

Results and Analysis – Hair Designing II COS2005 – Fall 2020, 2nd 8 weeks

Findings: YouTube, Milady videos, and tutorials help with up to date styles.

Strengths: These students were really interested in finding pictures and trying to recreate them and did a fantastic job at it.

Weaknesses: Since this was a class of 12 and we couldn't social distance with all of them there I split them in half and put them on a Monday/Wednesday and Tuesday/Thursday schedule with the days they weren't there and Fridays being virtual. Some of these students are not self-motivated and found it difficult to get work done when online.

Recommendations: Find a way to keep all students face to face as long as possible because when we transition online it makes it difficult for some students to keep their grades up.

Actions: Research online teaching techniques.

Kansas Law COS1002- Fall 2020 High School part time

Assessment, Outcomes, Measures and Data

Outcome 1: Discuss the laws as provided by the state of Kansas.

Measure 1: Every student will practice the mandated laws daily.

Overall: 3 out of 3 students performed this task.

Measure 2: Every student will know how to use disinfectant and where to properly store it in the salon.

Overall: 3 out of 3 students performed this task.

Measure 3: The student will be able to pass a multiple choice test over the Law with 75% or higher accuracy.

Overall: 3 out of 3 students passed the test with 75% or better accuracy.

Outcome 2: Describe rules and regulations relating to infection control.

Measure 1: The students will practice safety and sanitation procedures daily.

Overall: 3 out of 3 did this task.

Measure 2: Procedures are done daily to become natural actions.

Overall: 3 out of 3 did this task.

Measure 3: The instructors inspect the salon floor, classrooms, and equipment to make sure that proper sanitation is being done.

Overall: 3 out of 3 students did this task.

Outcome 3: Describe the rules and regulations relating to examinations, schools, establishments, inspections, and cosmetology school course curriculums.

Measure 1: The students will pass a bloodspill procedure with 75% or better accuracy.

Overall: 3 out of 3 students did this task with 75% or better accuracy.

Measure 2: The students will complete a worksheet to find the answers in the law book and underline them. They also provide that page number where the answer was found and write the answer on the worksheet.

Overall: 3 out of 3 completed this worksheet.

Results and Analysis- Kansa Law COS1002- Fall 2020 High School part time

Findings: Students sometimes need pointed in the right direction to find some answers because the law book was written by lawyers and some of it is hard to understand.

Strengths: The law book is read together as a class to ensure the proper language and meaning is being reinforced. Students are also told when there is an updated version and where they can find it.

Weaknesses: The law book is in “legal language” which is not interesting to read.

Recommendations: Keep the updated version provided with KBOC

Actions: See recommendations

Physical Services III COS2012- Fall 2020

Assessment Outcomes, Measures, and Data

Outcome 1: Describe the importance of the consultation phase and proper nail preparation of an artificial nail service.

Measure 1: The student will be able to explain the steps for nail enhancement application.

Overall: 3 of 3 students (100%) completed this task with a 75% or higher accuracy.

Measure 2: The student will be able to explain the importance of a consultation before a nail service is performed.

Overall: 3 of 3 students (100%) completed this task with a 75% or higher accuracy.

Outcome 2: Explain the importance of a well-balanced nail.

Measure 1: The student will be able to balance the nail to where the stress ball is in the proper location.

Overall: 3 of 3 students (100%) completed this task with a 75% or higher accuracy

Outcome 3: Demonstrate the procedures for artificial nail preparation, nail form application and balancing and finishing.

Measure 1: The student will be able to demonstrate this procedure with 75% or better accuracy

Overall: 3 of 3 students (100%) performed this task with a score of 75% or better.

Measure 2: The student will be able to properly prepare the natural nail and know the proper acrylic ball placement and the proper techniques of filing with 75% or better accuracy.

Overall: 3 out of 3 students (100%) performed this task with 75% or better.

Results and Analysis – Physical Services III COS2012 Fall 2020

Findings: Due to Covid-19 all nail services have fallen off in the salon because of the lack of time that we could be open.

Strengths:

Weaknesses: Acrylic nails take a lot of practice and we end up not being able to provide this service to clients on the salon floor because of the time that it takes students to do the service when they are just learning.

Recommendations: Advertise more and get the word out there to get clients in the door to help students get better at this skill.

Actions: follow the recommendations

Physical Services II – COS1016 – Fall 2020

Assessment Outcomes, Measures, and Data

Outcome 1: Describe the purpose, effects and procedure for a basic facial.

Measure 1: Seventy-five percent of the students will pass a multiple-choice test on facials with 75% or better accuracy.

Overall: 11 out of 11 (100%) students scored 75% or higher on the multiple-choice test.

Measure 2: Seventy-five percent of the students will understand the purpose of facial products through daily practical work.

Overall: 11 out of 11 (100%) students understood the different facial products while doing daily practical work.

Outcome 2: Identify the different facial types.

Measure 1: Seventy-five percent of the students will demonstrate a basic facial with 75% or better accuracy.

Overall: 11 out of 11 (100%) students performed a basic facial with 75% or better accuracy.

Measure 2: Seventy-five percent of the students will be able to list the procedures of a basic facial.

Overall: 11 out of 11 (100%) students were able to list the procedure for a basic facial.

Measure 3: Seventy-five percent of the students will be able to perform a spa facial following proper procedures.

Overall: 11 out of 11 (100%) students were able to perform a spa facial to the standards of their textbook.

Outcome 3: Identify and select the appropriate equipment, supplies and implements for artificial nails.

Measure 1: Seventy-five percent of students will be able to pass a quiz on appropriate equipment needed for artificial nails.

Overall: 11 out of 11 (100%) students passed the quiz.

Measure 2: Seventy-five percent of students will be able perform artificial nails on their daily practical work.

Overall: 11 out of 11 (100%) students were able to perform artificial nails in their daily practical work.

Results and Analysis – Physical Services II – COS1016 – Fall 2020

Findings: Demonstrating sometimes isn't enough for students so showing videos helps in the learning process.

Strengths: Students respond well to hands on. Students also respond to product that they are knowledgeable about.

Weaknesses: Products for facials and artificial nails tend to be more on the expensive side so it's hard to teach in a cost effective manner.

Recommendations: Research product lines and techniques.

Actions: no actions necessary at this time.

Scientific Concepts COS1015 – Fall 2020 – Part time High School

Assessment Outcomes, Measures, and Data

Outcome 1: Explain and demonstrate safety and sanitation practices and precautions as prescribed by the Kansas Board of Cosmetology and OSHA.

Measure 1: The students will be able to explain the differences between cleaning, disinfecting and sterilizing by completing Chapter 5 Theory Workbook.

Overall: 3 out of 3 students (100%) completed this with 75% or better accuracy.

Measure 2: The student will learn the layout of the updated OSHA required Safety Data Sheets that are implemented worldwide by completing Chapter 5 multiple choice test with 75% or better accuracy.

Overall: 3 out of 3 (100%) students passed the multiple choice test with 75% or better accuracy.

Outcome 2: Describe simple safety and first-aid applications for cuts, minor burns, choking, and fainting and eye injury.

Measure 1: The students practice blood spill procedures more often to stay in compliance with KBOC (Kansas Board of Cosmetology) standards that have recently changed.

Overall: 3 out of 3 (100%) students will be able to respond to a blood spill or injury in a professional manner scoring a 75% or higher on a practical test.

Outcome 3: Identify the anatomy of the hair and scalp.

Measure 1 – The students will be able to identify the anatomy of the hair and scalp by passing Chapter 6 multiple choice test with 75% or better accuracy.

Overall, 3 out of 3 (100%) of the students passed with a score of 75% or higher.

Measure 2 – The students will be able to analyze the form, length, texture, density and porosity of the hair by labeling a picture and using a cake and candy to show understanding.

Overall, 3 out of 3 (100%) students participated in this activity.

Measure 3 – The students will be able to identify conditions and disorders of the hair and scalp by passing Chapter 8 test with 75% or higher accuracy.

Overall, 3 out of 3 (100%) students passed this test with 75% or higher accuracy.

Outcome 4: Describe the anatomy, conditions and disorders of the skin.

Measure 1 – The students will learn the anatomy of the skin by completing Chapter 7 Theory workbook with 75% or better accuracy.

Overall, 3 out of 3 (100%) students scored 75% or higher on the Theory workbook.

Measure 2 – The students will be able to identify conditions and disorders of the skin by scoring a 75% or higher on Chapter 7 test.

Overall, 3 out of 3 (100%) students scored 75% or higher on Chapter 7 test.

Outcome 5: Explain the anatomy, growth and regeneration, irregularities, disorders and diseases of the nail.

Measure 1 – The students will have the knowledge of the anatomy, growth and regeneration of the nail by completing Chapter 9 Theory workbook with 75% or higher accuracy.

Overall, 3 out of 3 (100%) students scored 75% or higher accuracy on chapter 9 theory workbook.

Measure 2 – The students will have the knowledge of the irregularities, disorders and diseases of the nail by scoring a 75% or better accuracy on Chapter 9 test.

Overall, 3 out of 3 (100%) students will score a 75% or better on chapter 9 test.

Results and Analysis – Scientific Concepts COS1015 – Fall - 2020 – Part time high school

Findings: Having hand on projects through understanding and staying focused. Some of the chapters has been beneficial to them on

Strengths: All outcomes were met, and students have a better understanding of the bacteria that are unseen but can be harmful in a salon setting.

Weaknesses: Keeping the students engaged through some of the lengthy chapters.

Recommendations: I am going to research for more hands-on projects.

Actions: I have been using the internet to see what some of the other school have done that might benefit our students. I have joined 3 Facebook closed groups of Cosmetology Instructors. This group gives out ideas and results and bounces ideas off each other. Some of the content is very helpful at times.

Spring 2021 Assessment Data

Scientific Concepts COS1015 – Spring 2021 - Full Time

Assessment Outcomes, Measures, and Data

Outcome 1: Explain and demonstrate safety and sanitation practices and precautions as prescribed by the Kansas Board of Cosmetology and OSHA (Occupational Safety and Health Administration).

Measure 1: Sanitation practices with KBOC (Kansas Board of Cosmetology) have changed to those changes will be implemented.

The students will be able to explain the differences between cleaning, disinfecting, and sterilizing.

Overall: The students will explain the differences with 75% or better accuracy.

7 out of 7 students (100%) completed this with 75% or better accuracy. This outcome was met.

Measure 2: The student will learn the layout of the updated OSHA required Safety Data Sheets that are implemented worldwide.

Overall: The students will be able to list the 16 categories of information required on the updated Safety Data Sheets. 7 out of 7 (100%) students will be able to list the categories with a 75% or higher.

Outcome 2: Describe simple safety and first-aid applications for cuts, minor burns, choking, fainting and eye injury.

Measure 1: The students practice blood spill procedures more often to stay in compliance with KBOC (Kansas Board of Cosmetology) standards that have recently changed. The instructors have demonstrated the different procedures and shown videos of how to properly perform them without harming the person.

Overall: This outcome was met. 7 out of 7 (100%) students will be able to respond to a blood spill or injury in a professional manner scoring a 75% or higher on a practical test.

Outcome 3: Identify the anatomy of the hair and scalp.

Measure 1 – The students will be able to identify the anatomy of the hair and scalp.

Overall, 7 out of 7 (100%) of the students will pass with a score of 75% or higher on a worksheet about the anatomy of the hair and scalp.

Measure 2 – The students will be able to analyze the form, length, texture, density, and porosity of the hair.

Overall, 7 out of 7 (100%) students will score a 75% or higher on a worksheet about the form, length, texture, density, and porosity of the hair.

Measure 3 – The students will be able to identify conditions and disorders of the hair and scalp.

Overall, 7 out of 7 (100%) students will pass with a 75% or higher score on a worksheet about the conditions and disorder of the hair and scalp.

Outcome 4: Describe the anatomy, conditions, and disorders of the skin.

Measure 1 – The students will learn the anatomy of the skin.

Overall, 7 out of 7 (100%) students will score a 75% or greater on a worksheet about the anatomy of the skin.

Measure 2 – The students will be able to identify conditions and disorders of the skin.

Overall, 7 out of 7 (100%) students will score a 75% or greater on a worksheet about the conditions and disorders of the skin.

Outcome 5: Explain the anatomy, growth and regeneration, irregularities, disorders, and diseases of the nail.

Measure 1 – The students will have the knowledge of the anatomy, growth, and regeneration of the nail.

Overall, 7 out of 7 (100%) students will score a 75% or greater on a worksheet about the anatomy, growth, and regeneration of the nail.

Measure 2 – The students will have the knowledge of the irregularities, disorders, and diseases of the nail.

Overall, 7 out of 7 (100%) students will score a 75% or greater on a worksheet about the irregularities, disorders, and diseases of the nail.

Results and Analysis – Scientific Concepts COS1015 – Spring - 2021 - Full Time

Findings: Having hand on projects to have a better understanding and staying focused.

Strengths: All outcomes were met, and students have a better understanding of the bacteria that are unseen but can be harmful in a salon setting.

Weaknesses: Keeping all the students engaged through some of the lengthy chapters.

Recommendations: I am going to research for more hands-on projects.

Actions: I have the students relate the subject of study to their everyday life and how it affects them. More hands-on projects were a success with keeping more of the students engaged.

Kansas Law COS1002 – Spring 2021 – Full Time Assessment Outcomes, Measures, and Data

Outcome 1: Discuss the laws as provided by the state of Kansas.

Measure 1 – Every student will practice these laws daily.

Overall, 7 out of 7 Students (100%) can follow the laws.

Measure 2 – Every student will know how to use disinfectant and where to safely store them.

Overall, 7 out of 7 Students (100%) can follow the manufactures directions and know to store them away from the public.

Measure 3 – The students are tested with pop quizzes and written test with 7 out of 7 students pass with a 75% or greater.

Overall, 7 out of 7 Students (100%) scored a 75% or higher on a multiple-choice written test or a question-and-answer pop quiz.

Outcome 2: Describe rules and regulations relating to infection control.

Measure 1 – The students practice safety and sanitation of procedures to clients daily.

Overall, 7 out of 7 Students (100%) scored a 75% or higher in a client sanitation rubric.

Measure 2 – The procedures become natural actions.

Overall, 7 out of 7 Students (100%) scored a 75% or higher that the students follow the rules and regulations provided by the Board of Cosmetology rubric.

Measure 3 – The instructors inspect the salon floor, classrooms, and equipment to make sure that proper sanitation is being done.

Overall, 7 out of 7 Students (100%) scored a 75% or higher at the end of the workday of proper sanitation rubric.

Outcome 3: Describe the rules and regulations relating to examinations.

Measure 1 – The students are given a practical to perform a Blood Spill Procedure and 7 out of 7 students completed with 100% accuracy.

Overall, 7 out of 7 Students (100%) passed a rubric of the Blood Spill Procedures with a 75% or higher score.

Measure 2 – The students are given a worksheet to find the answers in the law book and underline the answer, put the page number on the worksheet where the answer was found and write the answer on the worksheet.

Overall, 7 out of 7 Students passed with a score of 75% or higher with completing this worksheet.

Measure 3 – The students will have law questions included in their written test of multiple-choice at the state level. Also, when the students are eligible to take their practical test, the students will have to perform infection control in a safe manner for their client and themselves. KBOC (Kansas Board of Cosmetology) is extremely strict about the rules and regulations of infection control.

Overall, 7 out of 7 Students (100%) passed the multiple-choice test with a score of 75% or higher.

Outcome 4: Explain the rules and regulations relating to schools, establishments, inspections, and cosmetology school course curriculums.

Measure 1 – The students will have knowledge of the rules and regulations relating to schools, establishments, inspections, and cosmetology school course curriculums.

Overall, 7 out of 7 Students (100%) will be involved in a class discussion about the rules and regulations relating to schools, establishments, inspections, and cosmetology school curriculums.

Measure 2 – The students are given a worksheet to fill in the answers about the rules and regulations relating to schools, establishments, inspections, and cosmetology school course curriculums.

Overall, 7 out of 7 Students (100%) passed with a 75% or higher on the worksheet.

Measure 3 – The students will have law questions about the rules and regulations on their final exam and on the state level test.

Overall, 7 out of 7 Students (100%) passed a multiple-choice test with a 75% or higher.

Results and Analysis – Kansas Law COS2004 – Spring 2021

Findings:

We have found that the students being familiar with technical equipment to find information if they are directed in the proper direction, also to keep an updated version provided by the board.

Strengths:

The law book is read together as a class to ensure the proper language and meaning is being reinforced.

The law book is discussed in class, also that the students know where to find the updated version when needed.

Weaknesses:

The law book is in legal language which is not interesting to read.

Recommendations:

To keep the updated version provided by the KBOC.

To keep reading as a class with questions and answers as we read.

The laws change and the students are made aware of them and are knowledgeable of how to keep up on this information, also that it is their professional responsibility.

We have found that the students understand the law book language when open discussions are held during the time of reading the book aloud as a class.

The measures are direct and met, so at this time I do not see that any actions need to be taken.

Business Practices II COS2002 – Spring 2021

Assessment Outcomes, Measures, and Data

Outcome 1: Explain the importance of good business operation and personnel management.

Measure 1: Seventy-five percent of students will score a 75% or higher on a multiple choice test over Ch.30.

Overall: 12 out of the 12 (100%) students scored a 75% or higher on the multiple choice test.

Measure 2: Seventy-five percent of students will score a 75% or higher on a budgeting activity to monitor daily expenses and where costs could be cut. Students kept log of spending for 5 days.

Overall: 12 out of 12 (100%) students scored a 75% or higher on this activity.

Outcome 2: Discuss the principles and practices of good selling.

Measure 1: Seventy-five percent of students will score a 75% or higher on Ch.31 theory workbook on the advantages of retail sales in a salon setting.

Overall: 12 out of the 12 (100%) of students scored a 75% or higher on the quiz.

Measure 2: Seventy-five percent of students will score a 75% or higher in a client consultation on selling retail products or upselling a service to customers, Ch.31 Notebook

Overall: 12 out of 12 (100%) of students scored a 75% or higher in the activity.

Measure 3: Seventy-five percent of students will score a 75% or higher on a presentation of service knowledge, by completing Ch.31 Exam Review

Overall: 12 out of 12 (100%) of students scored a 75% or higher on this presentation.

Outcome 3: Explain the importance of advertising.

Measure 1: Seventy-five percent of students will score a 75% or higher on daily dress code and professionalism. Students are graded daily on dress code, attendance and professionalism.

Overall: 12 out of 12 (100%) of students scored a 75% or higher on this daily task.

Measure 2: Seventy-five percent of students will score a 75% or higher on the requirements to bring clients in for salon services through word of mouth.

Overall: 12 out of 12 (100%) of students scored a 75% or higher on this task.

Measure 3: Seventy-five percent of students will score a 75% or higher on building a portfolio of their work and/or posting to social media.

Overall: 12 out of 12 (100%) of students advertised for themselves on social media.

Results and Analysis – Business Practices II – Spring 2021

Findings: Instead of keeping a paper portfolio students are using social media to keep their work and also using it to advertise for themselves.

Strengths: All outcomes were met.

Weaknesses: none

Recommendations: Stay up to date and encourage students to keep documenting their work and advertising on social media.

Actions: Stay up to date on new products and trends.

Business Practices I – COS1021 – Spring 2021, 1st 8 weeks

Assessment Outcomes, Measures, and Data

Outcome 1: List item that needs to be considered before opening a beauty salon and discuss financial considerations involved in operation.

Measure 1: Seventy-five percent of the students will be able to pass a quiz on the subject in Canvas with 75% or better accuracy.

Overall: 3 out of 3 (100%) of the students scored a 75% or greater on the quiz.

Measure 2: Seventy-five percent of the students will be able to understand how to research the items of what they will need before opening a salon.

Overall: 3 out of 3 (100%) of the students scored a 75% or greater on a group project where they have listed the items needed to open a beauty salon.

Outcome 2: Discuss financial considerations involved in operating a beauty salon.

Measure 1: Seventy-five percent of students will be able to work the front desk for the salon area and take appointments, payments and complete excel sheet on daily services.

Overall: 3 out of 3 (100%) of students completed front desk activities with 100% accuracy.

Outcome 3: Explain the importance of maintaining accurate business records.

Measure 1: Seventy-five percent of the students will be able to maintain client chemical records during their daily salon work.

Overall: 3 out of 3 (100%) completed client chemical record cards during daily salon floor and practical work.

Measure 2: Seventy-five percent of the students will understand the different kind of business levels like booth rent, commission, cooperation, and partnership through a class discussion on the subject.

Overall: 3 out of 3 (100%) participated in a class discussion and showed knowledge on the subjects covered.

Results and Analysis – Business Practices I – Spring 2021

Findings: Class discussions are great.

Strengths: Small class sizes make meeting outcomes easier. Students learned front desk job quickly.

Weaknesses: None

Recommendations: Continue classroom discussion and update information as it changes.

Actions: No actions are required at this time.

Chemical Services II COS2004– Spring 2021

Assessment Outcomes, Measures, and Data

Outcome 1: Describe and demonstrate hair coloring and hair lightening procedures, removal of artificial color and special effects in chemical waving.

Measure 1: Seventy five percent of students will demonstrate proper application of hair coloring in a safe and sanitary manner with 75% or higher accuracy during their daily practical work.

Overall: 12 out of 12 (100%) students completed this application with 75% or higher accuracy.

Measure 2: Seventy five percent of students will be able to properly describe and demonstrate proper application of hair lightening procedures with 75% or higher accuracy with daily practical work.

Overall: 12 out of 12 (100%) students completed this task with 75% or higher accuracy.

Measure 3: Seventy five percent of students will be able to describe and demonstrate removal of artificial color with 75% or higher accuracy with daily practical work.

Overall: 12 out of 12(100%) students completed this task with a 75% or higher accuracy.

Outcome 2: Identify and demonstrate corrective color measures and chemical waving procedures.

Measure 1: Seventy five percent of students will be able to choose the correct product based on a client's hair type with 75% or higher accuracy during their daily practical work.

Overall: 12 out 12 (100%) students completed this task with 75% or higher accuracy.

Measure 2: Seventy five percent of students will be able to read manufacturer's instructions on coloring and chemical waving products to decide proper application and processing times with 75% or higher accuracy.

Overall: 12 out of 12(100%) students completed this task with 75% or higher accuracy.

Outcome 3: Explain and demonstrate fillers and conditioners and chemical hair relaxing procedures.

Measure 1: Seventy five percent of students will be able to identify and demonstrate proper application of product to be used to replace the missing pigments in the client's hair with 75% or higher accuracy during their daily practical work.

Overall: 12 out of 12 (100%) students did this with 75% or higher accuracy.

Measure 2: Seventy five percent of students will be able to identify the best conditioner product for their clients with 75% or higher accuracy during their daily practical work and discussions of different hair types.

Overall: 12 out of 12 (100%) students did this with 75% or higher accuracy.

Measure 3: Seventy five percent of students will be able explain and demonstrate how to choose the proper hair relaxing product for their client with 75% or higher accuracy during their daily practical work.

Overall: 12 out of 12 students (100%) did this task with 75% or higher accuracy.

Results and Analysis Chemical Services II COS2004— Spring 2021

Findings: This course is in the 3rd semester and students have started to master different techniques.

Strengths: Students were able to practice skills on each other to get real life experience instead of just the regular mannequin work.

Weaknesses: Limited clients coming in the salon.

Recommendations: Incorporate more color correction into the curriculum.

Actions: Stay up to date on new techniques and products.

Chemical Services III COS 2015– Spring 2021

Assessment Outcomes, Measures, and Data

Outcome 1: Describe and demonstrate hair coloring and hair lightening special effects.

Measure 1: Seventy five percent of students will be able to demonstrate hair coloring and hair lightening application in a safe and sanitary manner with 75% or higher accuracy while working on salon clients and during daily practical work.

Overall: 12 out of 12 (100%) students demonstrated this task with 75% or higher accuracy.

Measure 2: Seventy five percent of students will keep client coloring and lightening records that explain the formulas, methods and procedures used for each service with 75% or higher accuracy.

Overall: 12 out of 12 (100%) students demonstrated this task with 75% or higher accuracy.

Outcome 2: Describe and demonstrate chemical waving safety measures.

Measure 1: Seventy five percent of students will be able to demonstrate a chemical waving service application in a safe and sanitary manner with 75% or higher accuracy during daily practical work and salon work.

Overall: 12 out of 12 (100%) students demonstrated this task with 75% or higher accuracy.

Measure 2: Seventy five percent of students will keep client chemical waving records that explain product used, methods of wrapping, test curl and processing times for a chemical waving service with 75% or higher accuracy.

Overall: 12 out of 12 (100%) students demonstrated this task with 75% or higher accuracy.

Outcome 3: Describe and demonstrate chemical hair relaxing safety measures.

Measure 1: Seventy five percent of students will be able to demonstrate a chemical hair relaxing service in a safe and sanitary manner with 75% or higher accuracy.

Overall: 12 out of 12 (100%) students demonstrated this task with 75% or higher accuracy.

Measure 2: Seventy five percent of students will keep client chemical hair relaxing records that explain the product used, methods of application and processing time with 75% or better accuracy.

Overall: 12 out of 12 (100%) students demonstrated this task with 75% or higher accuracy.

Results and Analysis Chemical III COS2015 — Spring 2021

Findings: Students understood that they are working with chemicals that if used improperly could cause harm to themselves or their clients.

Strengths: All 12 students were very mindful of doing each service in a safe and sanitary manner.

Weaknesses: I feel like students may have missed out on doing services on clients since we were only open 2 days a week.

Recommendations: Open the salon floor more and get more student practice on clients.

Actions: Follow the recommendations.

Chemical Services I COS1004 – Spring 2021

Assessment Outcomes, Measures, and Data

Outcome 1: Report the purpose and effects of hair coloring, hair lightening, chemical waving, and chemical relaxing services and the proper demonstration of scalp and hair analysis for safe chemical services.

Measure 1: Seventy-five percent of students will be able to perform hair coloring services such as all over colors, color retouches, soap caps, foils, bailage, and temporary colors through daily practical work and salon clients with 100% accuracy.

Overall: 3 out of 3 (100%) students were able to do these skills.

Measure 2: Seventy-five percent of students will be able to perform hair lightening services such as, foils, soap caps, bailage and virgin lighteners with 100% accuracy during daily practical work and salon client work.

Overall: 3 out of 3 (100%) students were able to perform these services with 100% accuracy.

Measure 3: Seventy-five percent of students will be able to demonstrate Chemical waving services such as, basic wrap perm, spiral wrap perm, body perms, curvature perms, and Bricklay perms with 100% accuracy during daily practical work and salon client services.

Overall: 3 out of 3 (100%) students completed daily practical work of these skills with 100% accuracy.

Measure 4: Seventy-five percent of students will be able to perform chemical relaxing services such as, chemical hair relaxers and soft curls during daily practical work and salon client services with 100% accuracy.

Overall: 3 out of 3 (100%) students completed relaxer skills with 100% accuracy.

Outcome 2: Define the related chemical classifications and types of hair coloring, hair lightening and chemical waving.

Measure 1: Seventy-five of students will be able to answer a multiple-choice study guide on Chapter 21 Part 1 with 75% or better accuracy.

Overall: 3 out of 3 (100%) students scored a 75% or higher on the multiple-choice study guide.

Measure 2: Seventy-five percent of students will be able to complete Chapter 21 Study Guide part 2 with 75% or better accuracy.

Overall: 3 out of 3 (100%) students scored 75% or higher on the study guide.

Outcome 3: Identify, define and select the appropriate material and supplies needed for chemical relaxing and the different classifications of chemical relaxers.

Measure 1: Seventy-five percent of the students will be able to answer questions on a multiple-choice study guide Chapter 20 over the subject with 75% or higher accuracy.

Overall: 3 out of 3 (100%) students scored a 75% or higher on a study guide over this subject.

Measure 2: Seventy-five percent of students will be able to demonstrate a chemical relaxing service with a sodium hydroxide relaxer with 100% accuracy during daily practical work.

Overall: 3 out of 3 (100%) students demonstrated a hydroxide relaxer with 100% accuracy.

Measure 3: Seventy-five percent of students will be able to demonstrate a chemical relaxing service with an ammonium thioglycolate relaxer with 100% accuracy.

Overall: 3 out of 3 (100%) students demonstrated an ammonium thioglycolate relaxer with 100% accuracy.

Results and Analysis – Chemical Services I COS1004 – Spring 2021

Findings: The 3 students enrolled in this course were very motivated to learn all that they could and asked lots of questions.

Strengths: Students took to all of the services very well and used their time wisely to get their daily practicals done.

Weaknesses: We don't have a whole lot of chemical relaxing services that come into the salon for students to practice so majority of their practice with these services is done on mannequins so they don't get the full effect of the service.

Recommendations: The KBOC is trying to incorporate more natural hairstyling so hopefully we can dive deeper into relaxers and get students more practice.

Actions: Stay up to date on new techniques and products to incorporate into the curriculum.

Cosmetology Board Review – Spring 2021

Assessment Outcomes, Measures, and Data

Outcome 1: Demonstrate foundational knowledge in core areas tested over the licensure exam.

Measure 1: Seventy five percent of students will pass with a 75% or higher on a practice 120 question multiple choice written exam with 100 questions over chapters studied during the program and 20 questions in Kansas Board of Cosmetology law that is timed.

Overall: 12 out of 12 (100%) students performed with 75% or better accuracy.

Measure 2: Seventy five percent of students will pass with a 75% or higher on a timed practical practice exam including all the services that will be performed at the state level.

Overall: 12 out of 12 (100%) students completed with 75% or better accuracy.

Outcome 2: Correctly pack bags for practical test.

Measure 1: Seventy five percent of students will pack with a 75% or higher accuracy their bags for their practice state practical test and will make sure that everything is labeled, clean and disinfected and that they have packed the correct implements to pass their test.

Overall: 12 out of 12 (100%) students performed this with 75% or higher accuracy.

Measure 2: Seventy five percent of students will pack with 75% or higher accuracy their bags for their Kansas Board of Cosmetology practical exam.

Overall: 12 out of 12 (100%) students performed this with 75% or higher accuracy.

Outcome 3: Provide all needed documentation to program staff and to the state to be eligible to schedule testing date for licensure exam.

Measure 1: One hundred percent of students will complete all daily practicals and passed all courses with a 75% or higher.

Overall: 12 out of 12 (100%) students did this with 75% or higher accuracy.

Measure 2: One hundred percent of students will submit their high school diploma or GED to Kansas Board of Cosmetology prior to scheduling their exam.

Overall: 12 out of 12 (100%) students completed this with 75% or higher accuracy.

Results and Analysis – Cosmetology Board Review COS2001 – Spring 2021

Findings: Students feel prepared and confident for their state level test after completing this course.

Strengths: The more students practice each practical that will be performed at state level the more confidence they build in their skills. Students return after testing and have stated that compared to other testers from other schools they were very prepared and organized.

Weaknesses: none.

Recommendations:

Actions: Changes will be made to this course because KBOC is no longer having a hands on practical. Both licensing tests will be multiple choice written exams.

Hair Designing II COS2005 – Spring 2021

Assessment Outcomes, Measures, and Data

Outcome 1: Explain and demonstrate hair designing.

Measure 1: Seventy-five of the students will pass a quiz on hair design with 75% or higher accuracy.

Overall: 3 out of 3 (100%) students scored a 75% or higher on a quiz about this subject.

Measure 2: Seventy-five of the students will understand how to balance a hair design and be able to perform it with 75% or better accuracy during daily practical work and salon client work.

Overall: 3 out of 3 (100%) students scored a 75% or higher on hands on practicals about this subject.

Outcome 2: Define and demonstrate intermediate hair cutting techniques.

Measure 1: Seventy-five percent of the students will be able to watch a demonstration of a technique and mimic it on their mannequin with 75% or better accuracy.

Overall: 3 out of 3 (100%) students performed this with 75% or better accuracy.

Measure 2: Seventy-five percent of the students will score a 75% or higher on a multiple-choice test.

Overall: 3 out of 3 (100%) students scored a 75% or higher on a multiple-choice test.

Outcome 3: Describe and implement use of advanced wet styling aids.

Measure 1: Seventy-five percent of the students will understand how to use advanced wet styling aids through hands on practice with 75% or better accuracy.

Overall: 3 out of 3 (100%) students scored a 75% or higher on their hands-on practice of the subject.

Measure 2: Seventy-five percent of the students will score a 75% or higher on a multiple-choice test about this subject.

Overall: 3 out of 3 (100%) students scored a 75% or higher on a multiple-choice test.

Outcome 4: Explain and implement the use of advanced thermal styling aids and marcel iron curling.

Measure 1: Seventy-five percent of students will be able to demonstrate thermal styling on a mannequin with 75% or better accuracy.

Overall: 3 out of 3 (100%) students performed with 75% or better accuracy.

Measure 2: Seventy-five percent of students will pass a quiz over thermal curling with 75% or better accuracy.

Overall: 3 out of 3 (100%) students passed with a 75% or better.

Results and Analysis – Hair Designing II COS2005 – Spring 2021

Findings: Working with a marcel iron was difficult for 1 of the 3 students, but she was able to practice more and get the hang of it before they were graded out.

Strengths: Students excelled in looking at pictures of hair cuts and hair styles and being able to recreate them on their mannequins.

Weaknesses: None

Recommendations: Keep up with what we are doing and change the teaching styles as needed for different students.

Actions: Stay up to date on new trends and techniques.

Hair Designing III COS2022– Spring 2021

Assessment Outcomes, Measures, and Data

Outcome 1: Explain and demonstrate care and usage of electric cutting tools.

Measure 1: Seventy five percent of students will be able to explain and demonstrate proper handling, cleaning and disinfecting of all electrical cutting tools (clippers, trimmers, tattoo trimmer) with 100% accuracy.

Overall: 12 out of 12 (100%) students completed this task with 100% accuracy.

Measure 2: Seventy five percent of students will be able to decide which electrical cutting tool is used to achieve desired results with 100% accuracy.

Overall: 12 out of 12 students completed this task with 100% accuracy.

Outcome 2: Define and demonstrate advanced haircutting techniques.

Measure 1: Seventy five percent of students will be able to demonstrate various angles in a haircut to achieve desired results with 75% or higher accuracy.

Overall: 12 out of 12 (100%) students did this task with 75% or higher accuracy.

Measure 2: Seventy five percent of students will be able to explain and demonstrate face shapes along with hair texture to achieve a complimentary style on a client with 75% or higher accuracy during daily practical work.

Overall: 12 out of 12(100%) students did this task with 75% or higher accuracy.

Outcome 3: Identify and define the various types of wigs, hair pieces and hair extensions and explain their care and maintenance.

Measure 1: Seventy five percent of students will be able to identify the difference between synthetic and human hair with 75% or higher accuracy.

Overall: 12 out of 12 (100%) students did this task with 75% or higher accuracy.

Measure 2: Seventy five percent of students will be able to describe the difference between a wig and hair piece and what would be the best option for an individual with 75% or better accuracy.

Overall: 12 out of 12 (100%) students did this task with 75% or higher accuracy.

Measure 3: Seventy five percent of students will be able to explain care and maintenance for various types of wigs, hair pieces and hair extensions with 75% or higher accuracy.

Overall: 12 out of 12 students (100%) did this task with 75% or higher accuracy.

Outcome 4: Demonstrate the application and styling of various hair pieces.

Measure 1: Seventy-five percent of students will style a synthetic wig to the best of their abilities with 75% or higher accuracy.

Overall: 12 out of 12 (100%) students styled synthetic wigs for a theater production and found out that plastic hair is very hard to get to hold a style.

Measure 2: Seventy-five percent of students will be able to size and apply a wig to a client's head.

Overall: 12 out of 12 (100%) students were able to complete this task.

Measure 3: Seventy-five percent of students will be able to apply clip in hair extensions to a client's hair.

Overall: 12 out of 12 (100%) students were able to complete this task.

Results and Analysis Hair Designing III COS2022 — Spring 2021

Findings: Students enjoyed working with different hair pieces.

Strengths: Students excelled in clipper maintenance. 3rd semester students were able to master cutting techniques that they had been working on the whole time in the program.

Weaknesses: Hair extensions and wigs are sometimes very expensive so we only get to work with so much.

Recommendations: KBOC is wanting to implement more hair piece work into the curriculum so when they do I will need to possibly do further training on to make sure our students are getting all the information they can.

Actions: Stay up to date on latest trends and products.

Hair Designing I COS1025 – Spring - 2021 – High School
Assessment Outcomes, Measures, and Data

Outcome 1: Describe the purpose and effects of hair shaping and hair styling.

Measure 1: Seventy-five percent of students will score a 75% or higher on a multiple-choice test given on this subject.

Overall: 1 out of 1 student (100%) scored a 75% or higher on the multiple-choice test.

Measure 2: Seventy-five percent of students will score a 75% or higher on a project of seeing a picture of a hair style and understand what to do to achieve this hair style.

Overall: 1 out of 1 student were able to tell the instructor where the point of origin of the hair style should begin.

Measure 3: Seventy-five percent of the students will score a 75% or higher on a project to show the angles of the hair style.

Overall: 1 out of 1 student will score a 75% or higher on a project to show how the hair style should be arranged.

Outcome 2: Identify and select the materials, supplies, and implements needed for hair shaping, hair styling, and thermal styling.

Measure 1: The students will be able to know the right tools and product for the selected hair style through a class project. The students will score a 75% or higher on their project.

Overall: 1 out of 1 student scored a 75% or higher in their group project.

Measure 2: Seventy-five percent of the students will score a 75% or higher on product knowledge.

Overall: 1 out of 1 student will score a 75% or higher on a multiple-choice test over product knowledge.

Measure 3: Seventy-five percent of the students will score a 75% or higher on implement knowledge.

Overall: 1 out of 1 student will score a 75% or higher on a multiple-choice test over implement knowledge.

Outcome 3: Define and demonstrate basic hair styling techniques including finger waving and shaping.

Measure 1: Seventy-five percent of the students will score a 75% or higher on the description of finger waving and shaping of the hair.

Overall: 1 out of 1 (100%) of the student scored a 75% or higher on a multiple-choice test over the description of finger waving and shaping of the hair.

Measure 2: Seventy-five percent of the students will score a 75% or higher on defining and demonstrating basic hair styling techniques including finger waving and shaping on a rubric test.

Overall: 1 out of 1 Student (100%) scored a 75% or higher on a rubric test given over this subject.

Outcome 4: Explain and demonstrate safety precautions in hair shaping and thermal styling.

Measure 1: Seventy-five percent of the students will score a 75% or higher on the explaining the safety of hair shaping and thermal styling on a multiple-choice test.

Overall: 1 out of 1 (100%) of the student scored a 75% or higher on the multiple-choice test over the explanation of the safety of hair shaping and thermal styling.

Measure 2: Seventy-five percent of the student will score a 75% or higher on the techniques of hair shaping and thermal styling.

Overall: 1 out of 1 (100%) of the student scored a 75% or higher on a multiple-choice test over the techniques of hair shaping and thermal styling.

Measure 3: Seventy-five percent of the student will score a 75% or higher on explaining and demonstrating safety precautions on hair shaping and thermal styling rubric test.

Overall: 1 out of 1 Student (100%) scored a 75% or higher on a rubric test given over this subject.

Results and Analysis – Hair Designing I – Spring - 2021 – High School

Findings: Allowing the student to use her phone to look up the latest hair styles.

Strengths: Outcomes were met.

Weaknesses: Having one student in class hinders the hands-on portion.

Recommendations: To continue starting the students right away with the hands-on portion.

Actions: Keeping implement and products up to date with the time of the hairstyles.

Hair Designing I COS1025 – Spring - 2021 – Full Time Assessment Outcomes, Measures, and Data

Outcome 1: Describe the purpose and effects of hair shaping and hair styling.

Measure 1: Seventy-five percent of students will score a 75% or higher on a multiple-choice test given on this subject.

Overall: 4 out of 4 students (100%) scored a 75% or higher on the multiple-choice test.

Measure 2: Seventy-five percent of students will score a 75% or higher on a project of seeing a picture of a hair style and understand what to do to achieve this hair style.

Overall: 4 out of 4 students were able to tell the instructor where the point of origin of the hair style should begin.

Measure 3: Seventy-five percent of the students will score a 75% or higher on a project to show the angles of the hair style.

Overall: 4 out of 4 students will score a 75% or higher on a project to show how the hair style should be arranged.

Outcome 2: Identify and select the materials, supplies, and implements needed for hair shaping, hair styling, and thermal styling.

Measure 1: The students will be able to know the right tools and product for the selected hair style through a class project. The students will score a 75% or higher on their project.

Overall: 4 out of 4 students scored a 75% or higher in their group project.

Measure 2: Seventy-five percent of the students will score a 75% or higher on product knowledge.

Overall: 4 out of 4 students will score a 75% or higher on a multiple-choice test over product knowledge.

Measure 3: Seventy-five percent of the students will score a 75% or higher on implement knowledge.

Overall: 4 out of 4 students will score a 75% or higher on a multiple-choice test over implement knowledge.

Outcome 3: Define and demonstrate basic hair styling techniques including finger waving and shaping.

Measure 1: Seventy-five percent of the students will score a 75% or higher on the description of finger waving and shaping of the hair.

Overall: 4 out of 4 (100%) of the students scored a 75% or higher on a multiple-choice test over the description of finger waving and shaping of the hair.

Measure 2: Seventy-five percent of the students will score a 75% or higher on defining and demonstrating basic hair styling techniques including finger waving and shaping on a rubric test.

Overall: 4 out of 4 Students (100%) scored a 75% or higher on a rubric test given over this subject.

Outcome 4: Explain and demonstrate safety precautions in hair shaping and thermal styling.

Measure 1: Seventy-five percent of the students will score a 75% or higher on the explaining the safety of hair shaping and thermal styling on a multiple-choice test.

Overall: 4 out of 4 (100%) of the students scored a 75% or higher on the multiple-choice test over the explanation of the safety of hair shaping and thermal styling.

Measure 2: Seventy-five percent of the students will score a 75% or higher on the techniques of hair shaping and thermal styling.

Overall: 4 out of 4 (100%) of the students scored a 75% or higher on a multiple-choice test over the techniques of hair shaping and thermal styling.

Measure 3: Seventy-five percent of the students will score a 75% or higher on explaining and demonstrating safety precautions on hair shaping and thermal styling rubric test.

Overall: 4 out of 4 Students (100%) scored a 75% or higher on a rubric test given over this subject.

Results and Analysis – Hair Designing I – Spring - 2021 – Full Time

Findings: Allowing the students to use their phones to look up the latest hair styles.

Strengths: Outcomes were met.

Weaknesses: I felt that this group of students did very well in Hair Designing I.

Recommendations: To continue starting the students right away with the hands-on portion.

Actions: Keeping implement and products up to date with the time of the hairstyles.

Physical Services III COS2012- Spring 2021

Assessment Outcomes, Measures, and Data

Outcome 1: Describe the importance of the consultation phase and proper nail preparation of an artificial nail service.

Measure 1: The student will be able to explain the steps for nail enhancement application.

Overall: 12 out of 12 (100%) students completed this task with a 75% or higher accuracy.

Measure 2: The student will be able to explain the importance of a consultation before a nail service is performed.

Overall: 12 out of 12 (100%) students completed this task with a 75% or higher accuracy.

Outcome 2: Explain the importance of a well-balanced nail.

Measure 1: The student will be able to balance the nail to where the stress ball is in the proper location.

Overall: 12 out of 12 (100%) students completed this task with a 75% or higher accuracy

Outcome 3: Demonstrate the procedures for artificial nail preparation, nail form application and balancing and finishing.

Measure 1: The student will be able to demonstrate and artificial nail procedure with 75% or better accuracy during daily practical work.

Overall: 12 of 12(100%) students performed this task with a score of 75% or better.

Measure 2: The student will be able to properly prepare the natural nail and know the proper acrylic ball placement and the proper techniques of filing with 75% or better accuracy.

Overall: 12 out of 12(100%) students performed this task with 75% or better.

Results and Analysis – Physical Services III COS2012 Spring 2021

Findings: Allow students extra time to work on artificial nails. They are a hard service to master.

Strengths: All outcomes were met and majority of these students really enjoyed doing artificial nails.

Weaknesses: Product for artificial nails is very expensive.

Recommendations: Stay up to date on trends and products.

Actions: follow recommendations.

Physical Services I COS2012 – Spring – 2021 – High School

Assessment Outcomes, Measures, and Data

Outcome 1: Describe the purpose and practice correct procedures for shampoo, rinses, scalp and hair treatments, manicures and pedicures and massage movements.

Measure 1: Seventy-five percent of the students will be able to know what proper shampoos, rinses, scalp, and hair treatments for the service that they are going to perform.

Overall: 1 out of 1 (100%) students will score a 75% or higher on a product knowledge quiz.

Measure 2: Seventy-five percent of the students will demonstrate a proper shampooing procedure.

Overall: 1 out of 1 (100%) students will demonstrate a proper shampooing procedure with a rubric grading sheet.

Measure 3: Seventy-five percent of the students will score a 75% or higher on a multiple-choice test over shampooing.

Overall: 1 out of 1 (100%) students scored a 75% or higher on a multiple-choice test over shampooing.

Outcome 2: Identify, select, and demonstrate the correct procedure for makeup application and hair removal.

Measure 1: Seventy-five percent of the students will be knowledgeable of what product and implements to be used on what skin type.

Overall: 1 out of 1 (100%) of the students will be able to properly set up to a facial service scoring a 75% or greater with a rubric grading sheet.

Measure 2: Seventy-five percent of the students will score a 75% or higher on a multiple-choice test.

Overall: 1 out of 1 (100%) of the students scored a 75% or higher on a multiple-choice test.

Outcome 3: Identify and select the appropriate equipment, supplies, and implements for manicures, pedicures, and facials and makeup application.

Measure 1: Seventy-five percent of the students will be able to identify and select the appropriate equipment, supplies, and implements for manicures, pedicures, and facials and makeup application.

Overall: 1 out of 1 (100%) students will score a 75% or higher on a rubric grading sheet of the steps to perform a manicure, pedicure, and massage movements

Measure 2: Seventy-five percent of the students will score a 75% or higher on a multiple-choice test given on this subject.

Overall: 1 out of 1 (100%) students scored a 75% or higher on the multiple-choice test.

Outcome 4: Describe and locate the facial nerves and muscles.

Measure 1: Seventy-five percent of the students will be able to demonstrate a proper facial with a 75% or higher score on a rubric grading sheet.

Overall: 1 out of 1 (100%) of the students scored a 75% or higher on the rubric grading sheet for properly demonstrating a facial.

Measure 2: Seventy-five percent of the students will score a 75% or higher on a multiple-choice test given on this subject.

Overall: 1 out of 1 (100%) students scored a 75% or higher on the multiple-choice test

Outcome 5: Describe and practice eyebrow arching.

Measure 1: Seventy-five percent of the students will be able to describe and practice eyebrow arching with a 75% or higher score on a rubric grading sheet.

Overall, 1 out of 1 Students (100%) scored a 75% or higher on the rubric grading sheet.

Results and Analysis – Physical Services I COS2012 – Spring - 2021 – High School

Findings: Allowing the student to watch video over procedures and demonstrate the procedures are great for a student to see and follow.

Strengths: Students respond well to hands on. Students also respond to product that they are knowledgeable about.

Weaknesses: Keeping up with the latest products. Products are made to be used within their product line. Products are expensive.

Some of the students were finding it hard to concentrate outside of the classroom.

Recommendations: Research product lines.

Actions: Product lines are being researched for the best for the students and the school. Students have been started earlier on practical services. Each student has their own mannequin head with allows us to practice not only styling but haircutting. Also, with this class I have incorporated them rolling perms. I am eager to see how this will help them in the semesters to come.

Physical Services I COS2012 – Spring – 2021 - Full Time

Assessment Outcomes, Measures, and Data

Outcome 1: Describe the purpose and practice correct procedures for shampoo, rinses, scalp and hair treatments, manicures and pedicures and massage movements.

Measure 1: Seventy-five percent of the students will be able to know what proper shampoos, rinses, scalp, and hair treatments for the service that they are going to perform.

Overall: 4 out of 4 (100%) students will score a 75% or higher on a product knowledge quiz.

Measure 2: Seventy-five percent of the students will demonstrate a proper shampooing procedure.

Overall: 4 out of 4 (100%) students will demonstrate a proper shampooing procedure with a rubric grading sheet.

Measure 3: Seventy-five percent of the students will score a 75% or higher on a multiple-choice test over shampooing.

Overall: 4 out of 4 (100%) students scored a 75% or higher on a multiple-choice test over shampooing.

Outcome 2: Identify, select, and demonstrate the correct procedure for makeup application and hair removal.

Measure 1: Seventy-five percent of the students will be knowledgeable of what product and implements to be used on what skin type.

Overall: 4 out of 4 (100%) of the students will be able to properly set up to a facial service scoring a 75% or greater with a rubric grading sheet.

Measure 2: Seventy-five percent of the students will score a 75% or higher on a multiple-choice test.

Overall: 4 out of 4 (100%) of the students scored a 75% or higher on a multiple-choice test.

Outcome 3: Identify and select the appropriate equipment, supplies, and implements for manicures, pedicures, and facials and makeup application.

Measure 1: Seventy-five percent of the students will be able to identify and select the appropriate equipment, supplies, and implements for manicures, pedicures, and facials and makeup application.

Overall: 4 out of 4 (100%) students will score a 75% or higher on a rubric grading sheet of the steps to perform a manicure, pedicure, and massage movements

Measure 2: Seventy-five percent of the students will score a 75% or higher on a multiple-choice test given on this subject.

Overall: 4 out of 4 (100%) students scored a 75% or higher on the multiple-choice test.

Outcome 4: Describe and locate the facial nerves and muscles.

Measure 1: Seventy-five percent of the students will be able to demonstrate a proper facial with a 75% or higher score on a rubric grading sheet.

Overall: 4 out of 4 (100%) of the students scored a 75% or higher on the rubric grading sheet for properly demonstrating a facial.

Measure 2: Seventy-five percent of the students will score a 75% or higher on a multiple-choice test given on this subject.

Overall: 4 out of 4 (100%) students scored a 75% or higher on the multiple-choice test

Outcome 5: Describe and practice eyebrow arching.

Measure 1: Seventy-five percent of the students will be able to describe and practice eyebrow arching with a 75% or higher score on a rubric grading sheet.

Overall, 4 out of 4 Students (100%) scored a 75% or higher on the rubric grading sheet.

Results and Analysis – Physical Services I COS2012 – Spring - 2021 – Full Time

Findings: Allowing the students to watch video over procedures and demonstrate the procedures are great for a student to see and follow.

Strengths: Students respond well to hands on. Students also respond to product that they are knowledgeable about.

Weaknesses: Keeping up with the latest products. Products are made to be used within their product line. Products are expensive.

Some of the students were finding it hard to concentrate outside of the classroom.

Recommendations: Research product lines.

Actions: Product lines are being researched for the best for the students and the school. Students have been started earlier on practical services. Each student has their own mannequin head with allows us to practice not only styling but haircutting. Also, with this class I have incorporated them rolling perms. I am eager to see how this will help them in the semesters to come.

Physical Services II – COS1016 – Spring 2021

Assessment Outcomes, Measures, and Data

Outcome 1: Describe the purpose, effects and procedure for a basic facial.

Measure 1: Seventy-five percent of the students will pass a multiple-choice test on facials with 75% or better accuracy.

Overall: 3 out of 3 (100%) students scored 75% or higher on the multiple-choice test.

Measure 2: Seventy-five percent of the students will understand the purpose of facial products through daily practical work.

Overall: 3 out of 3 (100%) students understood the different facial products while doing daily practical work.

Outcome 2: List the basic types of electrical equipment used in facial treatments.

Measure 1: Seventy-five percent of students will be able to use the facial machine during daily practical and client work.

Overall: 3 out of 3 (100%) students demonstrated perfect use of the facial machines during daily practical work and client services.

Outcome 3: List the types of cosmetics used for facial makeup and the proper application techniques.

Measure 1: Seventy-five percent of students will be able to apply makeup properly and in a sanitary way to themselves, other students or makeup pages.

Overall: 3 out of 3 (100%) students chose to do makeup application on themselves and did it in a sanitary manner following the KBOC guidelines for sanitation.

Outcome 4: Identify the different facial types.

Measure 1: Seventy-five percent of the students will demonstrate a basic facial with 75% or better accuracy.

Overall: 3 out of 3 (100%) students performed a basic facial with 75% or better accuracy.

Measure 2: Seventy-five percent of the students will be able to list the procedures of a basic facial.

Overall: 3 out of 3 (100%) students were able to list the procedure for a basic facial.

Measure 3: Seventy-five percent of the students will be able to perform a spa facial following proper procedures.

Overall: 3 out of 3 (100%) students were able to perform a spa facial to the standards of their textbook.

Outcome 5: Identify and select the appropriate equipment, supplies and implements for artificial nails.

Measure 1: Seventy-five percent of students will be able to pass a quiz on appropriate equipment needed for artificial nails.

Overall: 3 out of 3 (100%) students passed the quiz.

Measure 2: Seventy-five percent of students will be able perform artificial nails on their daily practical work.

Overall: 3 out of 3 (100%) students were able to perform artificial nails in their daily practical work.

Outcome 6: Define the chemistry of artificial nails.

Measure 1: Seventy-five percent of students will be able to choose the proper products to perform an artificial nail service.

Overall: 3 out of 3 (100%) students were able to perform this with 100% accuracy during daily practical work.

Results and Analysis – Physical Services II – COS1016 – Spring 2021

Findings: With a small class size students were able to practice more on each other instead of regular mannequin work.

Strengths: Students did well with artificial nails which is usually a hard task for most.

Weaknesses: Cost of products.

Recommendations: Research product lines and techniques.

Actions: no actions necessary at this time.

Scientific Concepts COS1015 – Spring 2021 - Full Time

Assessment Outcomes, Measures, and Data

Outcome 1: Explain and demonstrate safety and sanitation practices and precautions as prescribed by the Kansas Board of Cosmetology and OSHA.

Measure 1: Sanitation practices with KBOC (Kansas Board of Cosmetology) have changed to those changes will be implemented.

The students will be able to explain the differences between cleaning, disinfecting, and sterilizing.

Overall: The students will explain the differences with 75% or better accuracy.

5 out of 5 students (100%) completed this with 75% or better accuracy. This outcome was met.

Measure 2: The student will learn the layout of the updated OSHA required Safety Data Sheets that are implemented worldwide.

Overall: The students will be able to list the 16 categories of information required on the updated Safety Data Sheets. 5 out of 5 (100%) students will be able to list the categories with a 75% or higher.

Outcome 2: Describe simple safety and first-aid applications for cuts, minor burns, choking, fainting and eye injury.

Measure 1: The students practice blood spill procedures more often to stay in compliance with KBOC (Kansas Board of Cosmetology) standards that have recently changed. The instructors have demonstrated the different procedures and shown videos of how to properly perform them without harming the person.

Overall: This outcome was met. 5 out of 5 (100%) students will be able to respond to a blood spill or injury in a professional manner scoring a 75% or higher on a practical test.

Outcome 3: Identify the anatomy of the hair and scalp.

Measure 1 – The students will be able to identify the anatomy of the hair and scalp.

Overall, 5 out of 5 (100%) of the students will pass with a score of 75% or higher on a worksheet about the anatomy of the hair and scalp.

Measure 2 – The students will be able to analyze the form, length, texture, density and porosity of the hair.

Overall, 5 out of 5 (100%) students will score a 75% or higher on a worksheet about the form, length, texture, density and porosity of the hair.

Measure 3 – The students will be able to identify conditions and disorders of the hair and scalp.

Overall, 5 out of 5 (100%) students will pass with a 75% or higher score on a worksheet about the conditions and disorder of the hair and scalp.

Outcome 4: Describe the anatomy, conditions, and disorders of the skin.

Measure 1 – The students will learn the anatomy of the skin.

Overall, 5 out of 5 (100%) students will score a 75% or greater on a worksheet about the anatomy of the skin.

Measure 2 – The students will be able to identify conditions and disorders of the skin.

Overall, 5 out of 5 (100%) students will score a 75% or greater on a worksheet about the conditions and disorders of the skin.

Outcome 5: Explain the anatomy, growth and regeneration, irregularities, disorders, and diseases of the nail.

Measure 1 – The students will have the knowledge of the anatomy, growth, and regeneration of the nail.

Overall, 5 out of 5 (100%) students will score a 75% or greater on a worksheet about the anatomy, growth, and regeneration of the nail.

Measure 2 – The students will have the knowledge of the irregularities, disorders, and diseases of the nail.

Overall, 5 out of 5 (100%) students will score a 75% or greater on a worksheet about the irregularities, disorders, and diseases of the nail.

Results and Analysis – Scientific Concepts COS1015 – Spring - 2021 - Full Time

Findings: Having hand on projects through understanding and staying focused. Some of the chapters has been beneficial to them on

Strengths: All outcomes were met, and students have a better understanding of the bacteria that are unseen but can be harmful in a salon setting.

Weaknesses: Keeping the students engaged through some of the lengthy chapters.

Recommendations: I am going to research for more hands-on projects.

Actions: I have the students relate the subject of study to their everyday life and how it affects them.

4.1: Program Advisory Committee:

Meetings from this time period were held through email because of Covid-19.

Fall 2020 Email Meeting:

Hello Everyone!

New and exciting things are happening at ICC Cosmetology.

Due to COVID-19 completely changing our traditional way of teaching and learning, we have to say that the students are definitely super troopers!

They have had great patience with us as we rearranged and discover a new way of teaching. We became online mid-March 2020 thinking that it was going to last a week or two. Then coming back in August, we were instructed to be prepared to switch to online within in a day.

Sad to say that students from Spring of 2020 were shortened with hands on time with us as instructors and clinic floor time with actual clients. We did notice a difference in the confidence of these students from past students and this last semester students that have had the opportunity to work face to face with the practical work. We have taken some extra time for these students and have seen some improvement.

Fall of 2020 ICC Cosmetology had 3 High School students enroll from area schools, 3 first semester students, 12 returning students for second semester, and 2 returning students for third semester.

To social distance Tonda has had the high school students and third semester students in room 101, Angela has the first semester in the Wood's Room, with Chelsea still in the salon area switching back and forth every other day from virtual

to in class with the class divided in half. Chelsea is teaching double, virtual and in class every day. KBOC has allowed us to continue some virtual hours until the end of December 2020.

The salon floor has been open 2 days a week starting October 14th. We have had limited services due to the pandemic. We are very thankful to the continued clients that have struggled through this with us. The students were just as excited to see the clients as the clients were to see the students.

With the Neewollah play not happening this year, Tonda teamed up with the ICC Drama Department and the third semester students with a few of the other students including the high school to assist doing the hair and make-up for the play. This consisted of several days of practice during the day and after school into the evening hours. The group as a whole did an amazing job with the hair and make-up and the play was a huge success! The play was an extra special play due to the fact that one of our very own ICC Instructors, Page Petrucka, wrote it. "A 1940's Christmas Carol" the play has been published and she dedicated it to a special person in her life that had just passed.

We did have a dress up day for Halloween but with all the craziness the students were only given a few days to figure out their costumes. The costumes were great but not as elaborate as usual.

We have 2 that have completed the program this December 2020. We are very happy to say that they both passed the KBOC written and practical exams! Despite the pandemic these two students kept moving forward and we are very proud of them. Both students are currently working in the industry.

Due to the current pandemic, this was the safest way to reach all of you. Please feel free to ask any questions you might have.

We look forward to meeting face to face in the Spring.

Have a wonderful holiday season, stay healthy!

Spring 2021 Email Meeting:

Hello Everyone!

I hope this finds you all healthy and safe from current happenings with the Covid Pandemic! Spring is here and I know I am ready for some sunshine, outdoor time and a "new normal" if it means spending time with family and friends!

We have had lots of challenges through this pandemic, but our students met the challenges head on (no pun intended 🤪) and kept moving forward.

Covid had the salon floor closed more than we would have liked, students practiced on each other and manikin heads while wearing mask and social distancing. At least this way students still experienced hands-on learning; we only did one day of virtual learning a week this semester. I can say for us three instructors that we would rather be in class with student's vs online. Starting with fall semester we're in hopes to be in class face to face with students Monday-Friday, and have the salon floor open with additional days for services.

Salon Updates

We recently purchased some new equipment for the salon floor to enhance student learning experience. Equipment was purchased using Perkins Grant Funding for CTE. Items purchased have made the salon area a healthier environment and more ergonomically friendly for student/client use. Five new shampoo bowls with built in shampoo chairs were added along with antifatigue mats. Changing out the old setup with the new ones has freed up space in the shampoo area, there for giving students more room between shampoo area and styling stations. Also, if you remember (or are a former student that used the old sinks) the sinks and chairs were extremely low to the ground, making it hard for clients to get in and out of, and it was absolutely a back breaking experience for students to use! I'm short, in case you didn't realize that, and those bowls made my back hurt! We also added three new chair hair driers to the front of the salon, so now all equipment matches and is uniform!

We're waiting the arrival of two new facial machines to use at the start of the fall semester. They should be here soon! We will refresh students on how to use them when we return after summer break, and then start offering facial services to the public.

Cosmetology Spring Happenings

Students and instructors have been busy doing some community services, along with partnering with ICC Theater department to provide time era hair and stage make up for productions.

Angela and Chelsea accompanied students to work the production of Steel Magnolias at ICC Inge Theater. Students did makeup and hairstyles that were time specific to the 1980's. They rocked the big hair for sure!

We recently participated in Love Independence Day by cleaning and beautifying our West Campus. We picked up trash and planted flowers in pots for the front of the building, and the

ICC West sign at the intersection. Students also packed goody bags that were passed out to area nursing homes and people in the downtown area.

This Sunday May 2nd students will be doing some face painting at Riverside Park Bandshell before the production of A Midsummer's Night Dream. This play is also being performed by ICC Theater students. We are always happy to partner with theater for the experience.

ICC Graduation

Graduation will be held Saturday May 8th, 10am at Shulthis Stadium in Riverside Park.

We have twelve students that will graduate with Cosmetology Certificates of completions, Six of those students will have also earned their Associates of Applied Science degrees. All twelve will have taken their written portion of the exam, some will have completed the practical exam as well, and be licensed by graduation! We are so proud of them all!

Kansas Board of Cosmetology Updates

KBOC is making a change to the state testing. Currently students have a written exam once they complete 1000 hours of training and a practical or hands on exam once they complete 1500 hours of training. Starting July 1st students will no longer have a practical or hands on exam once they have completed the program. Instead, they will take a written practical exam. Schools will be briefed on the way it will work at a later day in May. I'm not convinced it's a good idea to do away with the hands-on portion of the test. Students need to be able to perform services in a safe and sanitary manner for client and stylist safety. Yes, schools teach safety and sanitation procedures, but I worry it will have little impact on students if they are not held accountable at state level testing. Time will tell if they bring the practical portion back or not.

Please feel free to respond with any questions, comments, or ideas you might have. I hope to see you all in the fall for our next advisory meeting!

4.2: Specialized Accreditation:

Kansas Board of Cosmetology
Topeka, KS 66603
785—296—3155(PBONE) • 785—296—3002(F:W3)

Inspection Detail

FACILITY

Independence Community College Cosmetology
2615 West Plain
Cosmetology Dept #19
Independence, KS 67301
Owner: Independence Community College

LICENSE

License No: 005-57
Profession: KBOC-Cosmetology
License Type: Cosmetology School
Phone: 6203321410

Inspection Type: Routine
Inspection Date: 12/3/2019
Result: Completed

Remarks: Tonda Lawrence

Checklist Results

LICENSE, SIGNAGE, SCHEDULING & RECORDS

Question

- | | |
|--|--------|
| 1) School License — Valid, has current location and current owner(s) and posted in a conspicuous location | Answer |
| 2) Required Signage - Health & Sanitation Regulations, latest Inspection Report & Consumer Complaint Instructions posted in a conspicuous location | PASS |
| 3) Instructor & Instructor-in-Training Licenses - Valid and posted in a conspicuous location | PASS |
| 4) Practitioner Licenses - Each instructor, instructor-in-training has a valid practitioner license posted in a conspicuous location | PASS |
| 5) Apprentice Licenses - Valid and posted in a conspicuous location | PASS |
| 6) Classrooms - Instructor to Student Ratio - 1 instructor for every 25 students in each classroom | PASS |
| 7) Clinic Floor - Instructor to Student Ratio - 1 instructor for every 25 students on the clinic area | PASS |
| 8) Student Names Sign - Posted in a visible location in the clinic area | PASS |
| 9) Student Records - Daily student record which verifies attendance for each student | PASS |

DISINFECTION OF INSTRUMENTS & EQUIPMENT

Question

- | | |
|--|--------|
| 10) Disinfectant - School has bleach solution or EPA-registered disinfectant with bactericidal, fungicidal and virucidal activity, prepared, manufactured-labeled container or MSDS available | Answer |
| 11) Tuberculocidal Disinfectant - School has an EPA-registered disinfectant with bactericidal, fungicidal, virucidal and tuberculocidal activity, manufactured-labeled container or MSDS available | PASS |
| 12) Disinfectant Containers - Adequate number of sufficient size, covered containers, free of debris and dirt | PASS |
| 13) Storage of Used Non-Electric Instruments - Placed in labeled, covered receptacle until cleaned and disinfected | PASS |
| 14) Disinfecting Non-Electric Instruments - Cleaned with soap and water prior to disinfecting with a bleach solution or EPA-registered disinfectant with bactericidal, fungicidal and virucidal activity | PASS |
| 15) Disinfecting Electric Instruments — Foreign matter removed prior to disinfecting with a bleach solution, disinfectant liquid spray or foam that is EPA-registered with bactericidal, fungicidal and virucidal activity | PASS |
| 16) Storage of Disinfected Non-Electric Instruments - Stored in labeled, clean, enclosed cabinet or covered container | PASS |
| 17) Storage of Disinfected Electric Instruments - Stored in labeled, clean, enclosed cabinet or covered container | PASS |
| 18) Single-Use Supplies/Instruments - Disposed of in covered waste receptacle immediately after use on a customer | PASS |
| 19) Pedicure Equipment - Cleaned with EPA registered disinfectant with demonstrated bactericidal, fungicidal, virucidal, and tuberculocidal activity, and/or bleach solution in accordance with K.A.R. 28-24-9 | PASS |

GENERAL SANITATION

Question

15) Hand Washing Sinks - At least two sinks with hot and cold running water located in the clinic area	PASS
16) Used Linens - Soiled towels, robes and linens placed in close labeled receptacle	PASS
17) Clean Linens - Clean towels, robes and linens stored in clean, close labeled cabinet	PASS
25) Neck Covering - Sanitary neck strip or clean towel used under the full-length protective covering	PASS
26) Product - Stored in labeled closed containers poisonous/caustic products marked and stored in an area open to public	PASS
27) Work Areas Sanitized - Shampoo bowls, sm4ce chairs, workstation and manicure treatment tables sanitized before each consumer sm4ce manicure treatment table covered with clean examination paper, towel or linen for each consumer	PASS
28) Shampoo Bowls - Six working shampoo bowls with spray & hot and cold running water in the clinic area OR school is not required to have shampoo bowls (nail technology, esthetics)	PASS
29) Dispense - At least one sink with hot and cold running water	PASS
30) Restroom - Two restrooms with working toilets and hand-washing sinks, liquid soap dispenser and disposable towels or air & dryers, all in sanitary condition	PASS

GENERAL REQUIREMENTS

Question

31) Equipment - The school has adequate equipment in the clinic practice area per student present	PASS
32) Trash - Covered: excessive accumulation removed	PASS
33) Cleanliness - Floors, walls, ceilings, furniture and fixtures are clean, free of dust, hair and other debris, and in good repair	Fail
34) Lighting & Ventilation - Sufficient ventilation sufficient to remove fumes, vapor or dust	PASS
35) Prohibited Items in Consumer Sm4ce Areas - There is no preparing of food eating or possessing/consuming of alcoholic beverages in areas where consumers receive sm4ces	PASS
36) Prohibited Items - School is free of nail dusts, razor blades to remove calluses or skin blemishes, medical devices (except Class 1), prescription products too close to devices that deter, cut or damage King layers of skin, smoking or aromatics (except assistance aromatics)	PASS

Violation	Inspection Item	Remarks
School Q3* (General Requirements 3*)	Cleanliness - Floors, walls, ceilings, furniture and fixtures are clean, free of dust, hair and other debris, and in good repair	Old Floor.

Establishment Inspection Report/Certificate

The most recent inspection report/certificate should be posted n'bere it can be easily sñen'ed by the consuming public.

F:4CILM

Irdepndenc e Commuriv. College"Cosmeto1op'

2615 fi'est Plain

Cosmetolo ' Dep =19

Independenc e KS 67301

Owner. Independence CommuniU.' College

Oursershrp Type. Business

LICENSE

license00.006-67

Profession: KBOC-Cosmetology

License Type. Cosmetolo' School

Phone. 6203321410

Inspection Type. Routine

Inspection Date. 10."13."2020

Result. Completed

The undersigned hcensee designee or other authorized representañ'e of the hcensee acknow'ledges receipt of this inspection report.

If this is a comphanc e mspection for a new' estabhshment hcense a P:4SS inspection form uñ serve as a temporm.' author.' to operate pending find review' and approvd b\ the State Board. The temporary authoriH' must be prominend\ displayed and ud expire upon receipt of a proper1\ issued hcense or six months from the date of inspection.

If this is a compliance inspection for a new' estabhshment hcense a F:ML inspection form uñ result in the denial of the estabhshment apphcation. A new' apphcation and fee must be submitted to rec'e additiond comphanc e inspections.

BT

10. 13. 20*0 3: 05: 06 P'il

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Signature of Inspector

Dai. Tim. 8i x. ° of lmmR °. smiziii

Inspection Detail

FACILITY

Independence Community College Cosmetology
2615 West Plain
Cosmetology Dept 19
Independence, KS 67301
Owner: Independence Community College

LICENSE

License No: 005-57
Profession: KBOC-C Cosmetology
License Type: Cosmetology School
Phone: 6203321410

Inspection Type: Routine
Inspection Date: 2/25/2021
Result: Completed

Remarks: Chelsea Bailey

Checklist Results

LICENSE, SIGNAGE, SAFETY & RECORDS

Question

- | | |
|--|-----------------|
| 1) School License — Valid, current location and current owner(s) and posted in a conspicuous location | :Answer
PASS |
| 2) Required Signage - Health & Sanitation Regulations, latest Inspection Report & Consumer Complaint sign posted in a conspicuous location | PASS |
| 3) Instructor & Instructor-in-Training Licenses - Valid and posted in a conspicuous location | PASS |
| 4) Practitioner Licenses - Each instructor, instructor-in-training has a valid practitioner license posted in a conspicuous location | PASS |
| 5) Apprentice Licenses - Valid and posted in a conspicuous location | PASS |
| 6) Classrooms - Instructor to Student Ratio - 1 instructor for every 25 students in each classroom | PASS |
| 7) Clinic Floor - Instructor to Student Ratio - 1 instructor for every 25 students in the clinic area | PASS |
| 8) Student Smokes Sign - Posted in a visible location in the clinic area | PASS |
| 9) Student Records - Daily student record which verifies attendance for each student | PASS |
| 10) Hindering/Interfering with Inspection — School personnel or students impeding or interfering with inspector's duties | PASS |

DISINFECTANTS & BLOOD EXPOSURE

Question

- | | |
|---|-----------------|
| 11) Disinfectant — Sufficient bleach solution or EPA-registered disinfectant with bactericidal, fungicidal and virucidal activity, prepared in manufacturer-labeled container and SDS available | :Answer
PASS |
| 12) Disinfectant Containers — Labeled, covered and large enough for full immersion of instruments | PASS |
| 13) Disinfectant Solution — Prepared daily and mixed according to manufacturer's instructions free of debris and not cloudy | PASS |
| 14) Blood Exposure Supplies — School has single-use protective gloves, antiseptic solution, sterile bandages, and double bags | PASS |

DISSECTION PROCEDURES OF INSTRUMENTS, EQUIPMENT

Question

- | | |
|--|-----------------|
| 15) Non-electric Instruments - Cleaned and disinfected after each use | :Answer
PASS |
| 16) Electric Instruments — Foreign matter removed and disinfected after each use | PASS |
| 17) Pedicure Equipment — Free of hair, debris, and biofilm cleaned and disinfected in accordance with K.A.R. 28-24-9 | PASS |

STORAGE & DISPOSAL

Question

:4nsn'er

- 1) Used Instruments — Stored in labeled, covered container or drawer for used instruments only' PASS
- 2) Disinfected Instruments — Stored in labeled clean, covered containers or drawers for clean instruments only' PASS
- 3) Disinfected Electric Instruments — Kept clean and covered: reserved for clean electric instruments only' PASS
- 4) Single-Use Items — New items stored in labeled, clean, covered container disposed of in a covered waste receptacle immediately after use PASS

LOANS, CAPES & PRODUCTS

Question

:A isn'er

- 5) Used Linens and Capes — Stored in a labeled closed container or enclosed storage area: towels not left towel warmer PASS
- 6) Clean Linens and Capes — Stored in a labeled, closed container or enclosed storage area PASS
- 7) Cleaned/Disinfected Linens and Capes — Soiled linens and capes not being reused laundered or disinfected PASS
- 8) Product — All products are labeled and kept clean and closed when not in use, wax pots covered PASS
- 9) Product Dispensing & Disposal — Applicators not reused or left in product dispensing product in accordance with K.A.R. 28-24-6(b) PASS

CLEARLY, GENERAL REQUIREMENTS & PROHIBITIONS

Question

:4nsn'er

- 10) Surfaces and Treatment Tables — Free of dust and debris cleaned and covered with clean paper or linen

before each smile kept clean and surface that came into contact with a consumer during smiles is disinfected PASS

- 11) Shampoo Bowl Sink — Six working shampoo bowls with spray & hot and cold running water in the clinic area OR a hand-washing sink with hot and cold running water in the clinic area: clean and free of hair and debris PASS
- 12) Dispense — At least one sink with hot and cold running water PASS
- 13) Floss — Covered: excessive accumulation removed PASS
- 14) Restrooms — Two restrooms with working toilets and hand-washing sinks, liquid soap dispenser and disposable towels or air drier, all in sanitary condition PASS
- 15) Equipment — The school has adequate equipment in the clinic practice area per student present PASS
- 16) Cleanliness — School is clean and in good repair includes workstations, chairs, headrests, etc. PASS
- 17) Prohibitions — Smoking, preparing food, nail dusters, razor-Use devices to remove calluses or skin blemishes, tools that pierce, cut or damage King layers of the skin, methamph amphetamine (JHA), animals (other than assistance dogs), instrument organizers or instrument belts PASS

THE OTHERS SIGNED LICENSEE OR REPRESENTATIVE AT THE TIME OF INSPECTION ACKNOWLEDGES RECEIPT OF THIS INSPECTION REPORT.

Signature of Inspector

2/25/2021 10:43:41 AM

Date/Time

Signature of Owner/Representative

8.1 Budget Requests/Adjustments

Budget Request Form 2021-22

Request Details: (Please complete for each additional item)

Date of Request: 2/22/22 Fiscal Year: 2022-2023
Requestors Name: Chelsea Bailey Phone: 6203325643
Department: Cosmetology Building: West
Desired Cost: \$500 Estimated Purchase Date: _____

Request Description/Justification:

Include a detailed description of the project, requested item, or expense and justification.
Attach additional documentation as necessary.

We would like to add \$300 to our currently \$200 Food and Meals line. We will be going to conference in Las Vegas and will need the extra funds as well taking students to classes in Joplin with our supplier.

Strategic Goal/Mission Alignment:

Include a detailed explanation of how the requested budget expense ties to ICC's Mission and Strategic Plan.

We are getting training for professional development while at the conference and incorporating what we are learning. Students are getting access to services and products that they normally wouldn't in day to day class time and getting to learn from other stylists.

Requested Amount and Sources:

Budget Line Number 12-1273-602-000 Amount \$ 500

Annual Operating Cost Impact:

Provide cost estimates relating to the annual impact of this expense on the operating budget. For example, estimate increased maintenance, IT, or energy costs associated. If this is a project related to a new or expanded program, provide cost data, including costs for increased staff.

Indicate # of years, or if it is a reoccurring expense

Life (years): _____

	Annual Increase In Operating Costs	
Maintenance Costs:		
Energy Costs:		
Salary/Benefits Costs:		
Construction Costs:		
IT Costs:		
Other Costs:		

Submission Authorization:

		Signature/Initials	If No, Reason
Cabinet-Level Supervisor	☐ Yes ☐ No	_____	_____
Chief Business Officer	☐ Yes ☐ No	_____	_____
President	☐ Yes ☐ No	_____	_____

Prioritization:

- ☐ Level 1: Life/Safety
- ☐ Level 2: Federal Compliance
- ☒ Level 3: Academic Mission
- ☐ Level 4: KPI/Operational Goals

Budget Request Form 2021-22

Request Details: (Please complete for each additional item)

Date of Request: 2/22/22 Fiscal Year: 2022-2023
Requestors Name: Chelsea Bailey Phone: 6203325643
Department: Cosmetology Building: West
Desired Cost: \$500 Estimated Purchase Date: _____

Request Description/Justification:

Include a detailed description of the project, requested item, or expense and justification.
Attach additional documentation as necessary.

We would like to add \$500 to our budget for advertisement funds. We currently don't have anything in this line and would like to take advantage of facebook ads, newspaper ads, flyers, mail outs, etc. We are trying to increase service sales in our salon to bring in more money and get students more practice in a salon environment.

Strategic Goal/Mission Alignment:

Include a detailed explanation of how the requested budget expense ties to ICC's Mission and Strategic Plan.

Increase student confidence with services provided by getting more clients in the door to practice skills on. Increase revenue for the salon.

Requested Amount and Sources:

Budget Line Number 12-1273-615-000 Amount \$ 500

Annual Operating Cost Impact:

Provide cost estimates relating to the annual impact of this expense on the operating budget. For example, estimate increased maintenance, IT, or energy costs associated. If this is a project related to a new or expanded program, provide cost data, including costs for increased staff.

Indicate # of years, or if it is a reoccurring expense

Life (years): _____

	Annual Increase In Operating Costs	
Maintenance Costs:		
Energy Costs:		
Salary/Benefits Costs:		
Construction Costs:		
IT Costs:		
Other Costs:		

Submission Authorization:

		Signature/Initials	If No, Reason
Cabinet-Level Supervisor	☐ Yes ☐ No	_____	_____
Chief Business Officer	☐ Yes ☐ No	_____	_____
President	☐ Yes ☐ No	_____	_____

Prioritization:

- ☐ Level 1: Life/Safety
- ☐ Level 2: Federal Compliance
- ☒ Level 3: Academic Mission
- ☐ Level 4: KPI/Operational Goals

Budget Request Form 2021-22

Request Details: (Please complete for each additional item)

Date of Request: 2/22/22 Fiscal Year: 2022-2023
Requestors Name: Chelsea Bailey Phone: 6203325642
Department: Cosmetology Building: West
Desired Cost: \$500 Estimated Purchase Date: _____

Request Description/Justification:

Include a detailed description of the project, requested item, or expense and justification.
Attach additional documentation as necessary.

We would like to add \$500 to our recruiting budget line to buy things for recruiting events, such as prizes, candy, cosmetology program specific swag, etc. We currently have no funds in this line.

Strategic Goal/Mission Alignment:

Include a detailed explanation of how the requested budget expense ties to ICC's Mission and Strategic Plan.

Things to aid in recruitment to up enrollment for the program.

Requested Amount and Sources:

Budget Line Number 12-1273-617-000 Amount \$ 500

Annual Operating Cost Impact:

Provide cost estimates relating to the annual impact of this expense on the operating budget. For example, estimate increased maintenance, IT, or energy costs associated. If this is a project related to a new or expanded program, provide cost data, including costs for increased staff.

Indicate # of years, or if it is a reoccurring expense

Life (years): _____

	Annual Increase In Operating Costs	
Maintenance Costs:		
Energy Costs:		
Salary/Benefits Costs:		
Construction Costs:		
IT Costs:		
Other Costs:		

Submission Authorization:

		Signature/Initials	If No, Reason
Cabinet-Level Supervisor	☐ Yes ☐ No	_____	_____
Chief Business Officer	☐ Yes ☐ No	_____	_____
President	☐ Yes ☐ No	_____	_____

Prioritization:

- ☐ Level 1: Life/Safety
- ☐ Level 2: Federal Compliance
- ☒ Level 3: Academic Mission
- ☐ Level 4: KPI/Operational Goals

Budget Request Form 2021-22

Request Details: (Please complete for each additional item)

Date of Request: 2/22/22 Fiscal Year: 2022-2023
Requestors Name: Chelsea Bailey Phone: 6203325642
Department: Cosmetology Building: West
Desired Cost: \$1,000 Estimated Purchase Date: _____

Request Description/Justification:

Include a detailed description of the project, requested item, or expense and justification.
Attach additional documentation as necessary.

We currently do not have any funds in Conference Fee/Registration line. We try to attend the CEA AMP Cosmetology Instructor Conference in Las Vegas each July. The last two summers have been virtual so we did not need funds for registration, but this year it will be in person. They have not set pricing available yet, but it is usually around \$500 per person. We are asking for \$1,000 to be added to this line to cover those expenses.

Strategic Goal/Mission Alignment:

Include a detailed explanation of how the requested budget expense ties to ICC's Mission and Strategic Plan.

This helps instructors with costs associated with our annual conference to gain CE hours and we learn valuable information to bring back to our teaching methods.

Requested Amount and Sources:

Budget Line Number 12-1273-626-000 Amount \$ 1,000

Annual Operating Cost Impact:

Provide cost estimates relating to the annual impact of this expense on the operating budget. For example, estimate increased maintenance, IT, or energy costs associated. If this is a project related to a new or expanded program, provide cost data, including costs for increased staff.

Indicate # of years, or if it is a reoccurring expense

Life (years): _____

	Annual Increase In Operating Costs	
Maintenance Costs:		
Energy Costs:		
Salary/Benefits Costs:		
Construction Costs:		
IT Costs:		
Other Costs:		

Submission Authorization:

Cabinet-Level Supervisor

☐ Yes ☐ No

Signature/Initials

If No, Reason

Chief Business Officer

☐ Yes ☐ No

President

☐ Yes ☐ No

Prioritization:

☐

Level 1:

Life/Safety

☐

Level 2:

Federal Compliance

☒

Level 3:

Academic Mission

☐

Level 4:

KPI/Operational Goals

Budget Request Form 2021-22

Request Details: (Please complete for each additional item)

Date of Request: 2/22/22 Fiscal Year: 2022-2023
Requestors Name: Chelsea Bailey Phone: 6203325642
Department: Cosmetology Building: West
Desired Cost: \$4,780 Estimated Purchase Date: _____

Request Description/Justification:

Include a detailed description of the project, requested item, or expense and justification.
Attach additional documentation as necessary.

Our salon software is a monthly expense of \$165 totaling \$1,980. We use this software to make salon appointments, clock student hours, save client records, and keep inventory. They have not sent anything about this price going up so we are keeping the same amount. We also are working on switching teaching materials with an annual cost of \$2,800 for access to Pivot Point instructor portal as well as unlimited training for instructors.

Strategic Goal/Mission Alignment:

Include a detailed explanation of how the requested budget expense ties to ICC's Mission and Strategic Plan.

Envision helps us keep track of student hours that are reported to the Kansas Board of Cosmetology every month, lets students use similar software to what they will be using in the salon, and keep track of client information in an organized way. Pivot Point access to the online portal will help instructors teach in a more efficient and technology friendly way.

Requested Amount and Sources:

Budget Line Number 12-1273-641-000 Amount \$ 4,780

Annual Operating Cost Impact:

Provide cost estimates relating to the annual impact of this expense on the operating budget. For example, estimate increased maintenance, IT, or energy costs associated. If this is a project related to a new or expanded program, provide cost data, including costs for increased staff.

Indicate # of years, or if it is a reoccurring expense

Life (years): _____

	Annual Increase In Operating Costs	
Maintenance Costs:		
Energy Costs:		
Salary/Benefits Costs:		
Construction Costs:		
IT Costs:		
Other Costs:		

Submission Authorization:

		Signature/Initials	If No, Reason
Cabinet-Level Supervisor	☐ Yes ☐ No	_____	_____
Chief Business Officer	☐ Yes ☐ No	_____	_____
President	☐ Yes ☐ No	_____	_____

Prioritization:

☐ Level 1: Life/Safety

☐ Level 2: Federal Compliance

☒ Level 3: Academic Mission

☐ Level 4: KPI/Operational Goals

Budget Request Form 2021-22

Request Details: (Please complete for each additional item)

Date of Request: 2/22/22 Fiscal Year: 2022-2023
Requestors Name: Chelsea Bailey Phone: 6203325642
Department: Cosmetology Building: West
Desired Cost: \$10,000 Estimated Purchase Date: _____

Request Description/Justification:

Include a detailed description of the project, requested item, or expense and justification.
Attach additional documentation as necessary.

We would like to add funds to our Instructional supply line. It is currently at \$6,910 and we would like to up that to \$10,000. Supply costs have been rising and we due to availability issues we have had to spend more on supplies. With the curriculum update that is in the works from the Board of Cosmetology we will have to order supplies that we haven't before.

Strategic Goal/Mission Alignment:

Include a detailed explanation of how the requested budget expense ties to ICC's Mission and Strategic Plan.

These things are needed to teach the curriculum and set students up for success in the program.

Requested Amount and Sources:

Budget Line Number 12-1273-700-000 Amount \$ 10,000

Annual Operating Cost Impact:

Provide cost estimates relating to the annual impact of this expense on the operating budget. For example, estimate increased maintenance, IT, or energy costs associated. If this is a project related to a new or expanded program, provide cost data, including costs for increased staff.

Indicate # of years, or if it is a reoccurring expense

Life (years): _____

	Annual Increase In Operating Costs	
Maintenance Costs:		
Energy Costs:		
Salary/Benefits Costs:		
Construction Costs:		
IT Costs:		
Other Costs:		

Submission Authorization:

		Signature/Initials	If No, Reason
Cabinet-Level Supervisor	☐ Yes ☐ No	_____	_____
Chief Business Officer	☐ Yes ☐ No	_____	_____
President	☐ Yes ☐ No	_____	_____

Prioritization:

- ☐ Level 1: Life/Safety
- ☐ Level 2: Federal Compliance
- ☒ Level 3: Academic Mission
- ☐ Level 4: KPI/Operational Goals

Budget Request Form

2021-22

Request Details: (Please complete for each additional item)

Date of Request: 2/22/22 Fiscal Year: 2022-2023
Requestors Name: Chelsea Bailey Phone: 6203325642
Department: Cosmetology Building: West
Desired Cost: \$600 Estimated Purchase Date: _____

Request Description/Justification:

Include a detailed description of the project, requested item, or expense and justification.
Attach additional documentation as necessary.

We would like to add \$600 to the professional development line. We have to complete CE hours aside from the ones that we can get through our annual conference dealing with infection control. These courses end up being around \$300 per instructor. There is currently no money allocated to this line.

Strategic Goal/Mission Alignment:

Include a detailed explanation of how the requested budget expense ties to ICC's Mission and Strategic Plan.

Help instrcutors complete CE Infection Control Hours mandated by the Kansas Board of Cosmetology

Requested Amount and Sources:

Budget Line Number 12-1273-717-000 Amount \$ 600
Budget Line Number _____ Amount \$ _____

Annual Operating Cost Impact:

Provide cost estimates relating to the annual impact of this expense on the operating budget. For example, estimate increased maintenance, IT, or energy costs associated. If this is a project related to a new or expanded program, provide cost data, including costs for increased staff.

Indicate # of years, or if it is a reoccurring expense

Life (years): _____

	Annual Increase In Operating Costs	
Maintenance Costs:		
Energy Costs:		
Salary/Benefits Costs:		
Construction Costs:		
IT Costs:		
Other Costs:		

Submission Authorization:

		Signature/Initials	If No, Reason
Cabinet-Level Supervisor	☐ Yes ☐ No	_____	_____
Chief Business Officer	☐ Yes ☐ No	_____	_____
President	☐ Yes ☐ No	_____	_____

Prioritization:

☐ Level 1: Life/Safety

☐ Level 2: Federal Compliance

☒ Level 3: Academic Mission

☐ Level 4: KPI/Operational Goals