



Carteret Community College

Cosmetology

2007-2008

**Carteret
Community College**

***Annual Program
Review***

**For the
Cosmetology Diploma/Certificate
Program**

**Document Prepared By
Deana Steed
Curriculum Area Coordinator**

June 2008

PART I-
THE PROGRAM
PROFILE

I. The Program Profile

A. The Mission/Purpose

The Mission: to deliver exceptional education through expertise, leadership and teamwork, and to create professional individuals that will serve as an asset to the Cosmetic Art Industry.

Statement of Purpose: to prepare individuals with the skills, that are required for attaining a career within the Cosmetic Art Industry.

Programmatic Content: to prepare students to successfully pass the North Carolina State Board of Cosmetic Art Examination, through comprehensive clinical training.

Program Goals:

1. To educate students to obtain the skills needed to become a professional Cosmetologist.
2. To maintain professional relationships with local, state and national Cosmetic Art liaisons.
3. To establish partnerships with various stakeholders to comply with Licensure Continuing Education Requirements.
4. To maintain and comply with all policies and procedures as set forth by the North Carolina State Board of Cosmetic Art.
5. To maintain and comply with all policies and procedures as set forth by the North Carolina Community College System Cosmetology Curriculum Standard.

B. The Faculty

The Cosmetology Program employs three full-time faculty and two part-time faculty. Currently all positions are filled with the exception of one part-time position, due to lack of qualified applicants. The full time faculty include: Deana Steed, Curriculum Coordinator, Taffie Baysden, Instructor, and Sandy Gillikin, Instructor. Seventy-five percent of Cosmetology Classes are taught by the full-time faculty, with the remaining twenty-five percent being taught by the part-time instructor, Mary Chevers.

All full-time and part-time instructors are active participants in the following:

1. Carteret Community College's Annual Hair Camp
2. Carteret Community College's Annual Springfest
3. Hope Mission Food Drive
4. Community Outreach with public school system

5. Local Nursing and Mental Health Care Facilities
6. Carteret County Domestic Violence
7. North Carolina State Board of Cosmetic Art approved annual licensure continuing education class of 8 hours per year.

FACULTY INFORMATION
Annual Instructional Program Review

Name: Deana C. Steed
Status: Full-time Faculty

Education

Degree	Year	Institution	Subject Area
HS	1992	West Carteret High School	General Education
AA	2001	Lenoir Community College	Occupational Education
BS/BA			
MS/MA			
Ph.D./Ed.D			
Diploma	1994	Carteret Community College	Cosmetology
Certificate	1998	Carteret Community College	Cosmetology Instructor
License	1994	NC State Board of Cosmetic Art	Cosmetology
License	1998	NC State Board of Cosmetic Art	Cosmetology Instructor

Professional Development

A. Related Continuing Education - College or University Courses Taken:

Term	Course Name	Credit Hours	Grade

B. Related Continuing Education - Other Sources:

Date	Course Name	Offered By	Contact Hours
4/16/2005	Exciting Hair Color	NCCCCIA	6
5/2/2006	Chemical Peels & Cosmeceuticals	Grace Medical Equip.	8
4/16/2007	The Art of Teaching	NCCCCIA	8
10/7-8/2007	Educational Tune-Up	NCCCCIA	8

* NCCCCIA=North Carolina Community College Cosmetology Instructors Association*

C. Related Conferences Attended:

Date	City	Sponsoring Organization	Contact Hours
4/22-24/2005	Greensboro, NC	NCA of NC	24
9/2004-5/2005	Morehead City, NC	CCC Leadership Academy	106
10/8-11/2005	Charlotte, NC	Davidson Beauty Systems	24
3/2/2006	Raleigh, NC	NC State Board of Cosmetic Art	8

NCA of NC=National Cosmetology Association of North Carolina

Scholarship Activity:

A. Related Publications:

Date	Name of Publication/Title of Article	Authors

B. Related Conference Presentations/Papers

Date	Conference Sponsor	Title of Presentation	Authors
10/9-12/2004	NCCCS	<i>Hair Camp: Middle School Concept</i>	Deana Steed Mary Chevers

* NCCCS=North Carolina Community College System

Related College/Community Service Activity:

Name of Committee	Position	Agency	Time Involved
Cosmetology Advisory Board	Secretary	Carteret Community College	12 hours
Curriculum Committee	Member	Carteret Community College	24 hours
Sustainability Committee	Member	Carteret Community College	24 hours
Book Review Committee	Member	Carteret Community College	Just Started

Related Teaching/Training (unpaid):

Date	Course Taught	Agency or Institution	Hours (including prep)
4/7/2006	Basic Grooming and Hygiene	Camp Glenn Elementary School	5 hours
11/2/2007	Math Skills in Cosmetology	Newport Middle School	5 hours
2/1/2008	Math Skills in Cosmetology	Newport Middle School	5 hours
2/15/2008	Basic Grooming and Hygiene	Morehead Station Club	5 hours

Honors/Awards:

Name of award/honor	Date Received

FACULTY INFORMATION
Annual Instructional Program Review

Use the following format for annual unit review based on a calendar year Jan 1 - Dec 31.

Name: Taffie M. Baysden
Status: Full-time Faculty

Education

Degree	Year	Institution	Subject Area
HS	1975	West Carteret High School	General Education
AA			
BS/BA			
MS/MA			
Ph.D./Ed.D			
Diploma	1980	Carteret Community College	Cosmetology
License	1980	NC State Board of Cosmetic Art	Cosmetology
License	2002	NC State Board of Cosmetic Art	Cosmetology Instructor

Professional Development

A. Related Continuing Education - College or University Courses Taken:

Term	Course Name	Credit Hours	Grade
4/24-6/30/2005	Intro to Computers	33 Contact Hours	S
1/13-20/2007	Notary Public Certification	6 Contact Hours	S

B. Related Continuing Education - Other Sources:

Date	Course Name	Offered By	Contact Hours
1/10/2005	Microdermabrasion	Grace Medical Equipment	8
4/3/2005	Reflexology	Gale Butler	8
8/29/2005	Permanent Make-up	Grace Medical Equipment	8
3/12/2006	Relaxation, and Aromatherapy	Troutman's Tech. College	8
5/1-2/2006	Chemical Peels and Cosmeceuticals	Grace Medical Equipment	16
6/4/2007	All-Nutrient Color	Crystal Coast Distributors	8
7/23/2007	Make-Up Artistry for Cosmetology	Troutman's Tech. College	8
10/7-8/2007	Educational Tune Up	NCCCCIA	8

*NCCCCIA=North Carolina Community College Cosmetology Instructors Association

C. Related Conferences Attended:

Date	City	Sponsoring Organization	Contact Hours
4/28-5/2/2005	Las Vegas, NV	Int'l Esthetics, Cosmetics & Spa Conf.	24
10/8-11/2005	Charlotte, NC	Davidson Beauty Systems	24
10/28-30/2006	Charlotte, NC	Davidson Beauty Systems	16

Scholarship Activity:

A. Related Publications:

Date	Name of Publication/Title of Article	Authors

B. Related Conference Presentations/Papers

Date	Conference Sponsor	Title of Presentation	Authors

Related College/Community Service Activity:

Name of Committee	Position	Agency	Time Involved
Cosmetology Advisory Board	Member	Carteret Community College	6 hours
Calendar Committee	Member	Carteret Community College	6 hours

Related Teaching/Training (unpaid):

Date	Course Taught	Agency or Institution	Hours (including prep)

Honors/Awards:

Name of award/honor	Date Received

FACULTY INFORMATION
Annual Instructional Program Review

Use the following format for annual unit review based on a calendar year Jan 1 - Dec 31.

Name: Sandra D. Gillikin
Status: Full-time Faculty

Education

Degree	Year	Institution	Subject Area
HS	1973	East Carteret High School	General Education
AA			
BS/BA			
MS/MA			
Ph.D./Ed.D			
Certificate	2005	Carteret Community College	Cosmetology Instructor
License	1999	NC State Board of Cosmetic Art	Cosmetology
License	2005	NC State Board of Cosmetic Art	Cosmetology Instructor

Professional Development

A. Related Continuing Education - College or University Courses Taken:

Term	Course Name	Credit Hours	Grade

B. Related Continuing Education - Other Sources:

Date	Course Name	Offered By	Contact Hours
4/00/2005	Introduction to Color	Goldwell	4
00/00/2005	Microdermabrasion	Grace Medical Equip.	8
4/16/2007	The Art of Teaching	NCCCCIA	8
10/7-8/2007	Educational Tune-Up	NCCCCIA	8

*NCCCCIA=North Carolina Community College Cosmetology Instructors Association

C. Related Conferences Attended:

Date	City	Sponsoring Organization	Contact Hours
5/7-8/2006	Atlantic Beach, NC	Wynn Salon Services	10
10/28-30/2006	Charlotte, NC	Davidson Beauty Systems	16
10/20-22/2007	Charlotte, NC	Davidson Beauty Systems	16

Scholarship Activity:

A. Related Publications:

Date	Name of Publication/Title of Article	Authors

B. Related Conference Presentations/Papers

Date	Conference Sponsor	Title of Presentation	Authors

Related College/Community Service Activity:

Name of Committee	Position	Agency	Time Involved
Cosmetology Advisory Board	Member	Carteret Community College	6 hours
Convocation Committee	Member	Carteret Community College	6 hours

Related Teaching/Training (unpaid):

Date	Course Taught	Agency or Institution	Hours (including prep)
2/1/2008	Math Skills in Cosmetology	Newport Middle School	5 hours
2/15/2008	Basic Grooming & Hygiene	Morehead City Station Club	5 hours

Honors/Awards:

Name of award/honor	Date Received

FACULTY INFORMATION
Annual Instructional Program Review

Use the following format for annual unit review based on a calendar year Jan 1 - Dec 31.

Name: Mary Chevers
Status: Part-time Faculty

Education

Degree	Year	Institution	Subject Area
HS	1961	DesMoines Independent Comm. School	General Education
AA	1979	Lenoir Community College	Vocational Education
BS/BA			
MS/MA			
Ph.D./Ed.D			
Diploma	1974	Carteret Community College	Cosmetology
Certificate	1974	Carteret Community College	Cosmetology Instructor
License	1974	NC State Board of Cosmetic Art	Cosmetology
License	1974	NC State Board of Cosmetic Art	Cosmetology Instructor

Professional Development

A. Related Continuing Education - College or University Courses Taken:

Term	Course Name	Credit Hours	Grade

B. Related Continuing Education - Other Sources:

Date	Course Name	Offered By	Contact Hours
4/3/2005	Reflexology	Gale Butler	8
5/2/2006	Chemical Peels & Cosmeceuticals	Grace Medical Equip	8
4/16/2007	The Art of Teaching	NCCCCIA	8

*NCCCCIA=North Carolina Community College Cosmetology Instructors Association

C. Related Conferences Attended:

Date	City	Sponsoring Organization	Contact Hours
4/22-24/2005	Greensboro, NC	NCA of NC	24
10/8-11/2005	Charlotte, NC	Davidson Beauty Systems	24
3/2/2006	Raleigh, NC	NC State Board of Cosmetic Art	8
5/7-8/2006	Atlantic Beach, NC	Wynn Salon Services	10

Scholarship Activity:

A. Related Publications:

Date	Name of Publication/Title of Article	Authors

B. Related Conference Presentations/Papers

Date	Conference Sponsor	Title of Presentation	Authors
10/9-12/2004	NCCCS	<i>Hair Camp: Middle School Concept</i>	Mary Chevers Deana Steed

Related College/Community Service Activity:

Name of Committee	Position	Agency	Time Involved
Hospitality	Member	Carteret Community College	24 hours
Relay for Life Team	Member	Carteret Community College	24 hours

Related Teaching/Training (unpaid):

Date	Course Taught	Agency or Institution	Hours (including prep)
3/2005	Introduction to Cosmetology	West Carteret High School	8 hours
3/2006	Introduction to Cosmetology	West Carteret High School	8 hours
3/2007	Introduction to Cosmetology	East Carteret High School	8 hours

Honors/Awards:

Name of award/honor	Date Received
Eileen Boyer Low Award	1990 -1991
Excellence in Teaching	1992
Meritorious Service Award	1994
Meritorious Service Award	2001

C. The Students:

1. The Cosmetology Students represent a predominantly female work force consisting of a minimal racially diverse group. Cosmetology students in need may apply for the Flossie Pleasants Scholarship, which will provide money for materials needed in Cosmetology. Gender and race by program code (C55140/D55140) are as follows:

classification	1999-00	2000-01	2001-02	2002-03	2003-04	2004-05	2005-06
Male	5.1%	5.2%	2.3%	7.3%	5.7%	6.6%	4.8%
Female	94.9%	94.7%	97.7%	92.7%	94.3%	93.4%	95.2%
Full Time	68.2%	51.3%	58.1%	47.5%	51.6%	50.6%	39.2%
Part Time	31.8%	48.7%	41.9%	52.5%	48.4%	49.4%	60.8%
Day	97.4%	97.4%	97.7%	94.6%	94.3%	100.0%	100.0%
Evening	2.6%	2.6%	2.3%	5.4%	5.7%	0.0%	0.0%
White	82.1%	84.2%	93.0%	83.6%	72.9%	83.6%	79.0%
Non-White	17.9%	15.8%	7.0%	16.4%	27.1%	16.4%	21.0%

2. The following table represents those students who graduates the program and obtains employment. (*Source: Department/Graduate Surveys*)

Year	Graduates	# Employed	% Employed	Unknown
1999-00	4	3	75%	0
2000-01	8	2	100%	6
2001-02	4	0	0%	3
2002-03	4	1	100%	3
2003-04	22	2	9%	20
2004-05	12	n/a	n/a	12
2005-06	13	1	50.0%	11

3. The following table represents Program Enrollment – annual unduplicated headcount with three-year average. *Standard: three-year average greater than or equal to 10.* (Source: IE Office/Data Warehouse)

Year	enrollment	3-year average
1999-00	39	33.0
2000-01	38	36.7
2001-02	25	34.0
2002-03	55	39.3
2003-04	70	50.0
2004-05	61	62.0
2005-06	62	64.3

4. The following table represents Passing Rates on Licensure/Certification Exams for First-Time Test Takers. *Standard: 80% Aggregate/70% Individual.* (Source: IE Office/NCCCS Critical Success Factors Report)

Cosmetology

Year	# tested	% passed	system
1999-00	4	75%	77%
2000-01	12	67%	77%
2001-02	*	*	78%
2002-03	*	*	90%
2003-04	11	91%	90%
2004-05	n/a	n/a	n/a
2005-06	8	88%	86%

Cosmetic Arts - Apprentice

Year	# tested	% passed	system
1999-00	1	100%	84%
2000-01	*		
2001-02	*	*	90%
2002-03	n/a	n/a	n/a
2003-04	*	*	97%
2004-05	n/a	n/a	n/a

* Number of test takers too small to report without violating students' privacy.

5. The following table represents Curriculum Student Retention and Graduation.
Standard: 60% (Source: IE Office/System Records)

Year	enrollment	grads	return	non-completers	retention rate	new program
1999-00	27	3	12	12	55.6%	3
2000-01	33	7	6	20	39.4%	1
2001-02	20	4	2	13	30.0%	3
2002-03	20	4	9	7	65.0%	1
2003-04	42	19	7	16	61.9%	1
2004-05	39	12	11	16	59.0%	0
2005-06	45	13	7	22	44.4%	3

D. Resources:

1. Support Personnel

The chart below is an itemized summary of support positions, including three full-time and two part-time positions, needed to operate the Cosmetology Department.

INSTRUCTOR	FALL 07	SPRING 08	SUMMER 08
#1 (afternoon/high school cosmetology instructor)	Approx. 352 hours @ \$26.55= \$9,345.60	Approx. 352 hours @ \$26.55= \$9,345.60	Approx. 210 hours @ \$26.55= \$5,575.50
#2 (clinical floor day cosmetology instructor)	396 hours @ \$26.55= \$10,513.80	396 hours @ \$26.55= \$10,513.80	N/A
TOTALS PER SEMESTER	\$19,859.40	\$19,859.40	\$5, 575.50
TOTAL PART-TIME PER YEAR: \$45,294.30			
TOTAL FULL-TIME PER YEAR: \$128,291.15			
TOTAL COST OF SUPPORT POSITIONS:\$173,585.45 (this includes 3 full-time, and 2 part-time positions)			

2. Classroom and Laboratory Facilities

a. Classroom and Lab Locations:

- Cosmetology occupies a total of 4,207 square feet on the second floor of the, Mc Gee Administration Building.
- The Cosmetology Department was newly renovated in August 2005. The renovations included: a larger supply room, additional office space, an additional utility room that houses the washer and dryer, an additional bathroom, a larger Beginner's Department, and an increase in advanced clinical floor space.
- All cosmetology theory classes are held in the general classrooms of the McGee Administration Building.

3. Library Resources and Services

a. Databases

The library has the following databases:

SIRS

NC Live—There's also a test preparation database entitled Learning Express Library. This database has cosmetology practice tests.

NC Live and SIRS databases are available anywhere on campus. They are also accessible from home, using a password. The passwords are available through the library.

b. Instructional Audiovisual Materials

The library has a large collection of instructional audiovisual materials for faculty or staff use. These are located in the closed stacks area behind the circulation desk. Faculty and staff are welcome to go into this area to find what they need. The materials are arranged by subject on the shelves. A list of these materials may also be viewed by subject in our library catalog. All instructional AV materials must be checked out on your library account.

c. Library Collections

The library collection includes both reference and circulating materials. The Library of Congress call numbers for cosmetology are TT950-TT979.

d. Library Website

Library services and resources can be accessed online through the library's website at: www.carteret.edu/library.

e. Periodicals

The library has subscriptions to various magazines, newspapers, and professional journals. The latest issues can be found in the reading area of the library. Back issues are also available for many titles. (See also Databases) The library has a current subscription to *American Salon*.

f. Research Guides

Research guides are available on the library webpage for the subject areas covered by classes and curriculums here at Carteret Community College. Research guides are listings of books, reference materials, journals and online sites available through the library. A **Cosmetology Research Guide** (Exhibit Section 1-D-3-1) has been provided in this packet.

3. Library Resources and Services Con't.

g. Bibliography Services

The library provides bibliography services upon request for any faculty needing a list of library books, videos, periodicals, etc. in their subject area. Please contact Acquisitions Librarian if you need such a list for program re-accreditation, program review, library collection evaluation, or personal use.

h. Collection Development and Evaluation

The library accepts requests from faculty and staff for new library materials. Requests for curriculum materials receive first priority in purchasing. All new purchases are subject to available funding. After new materials are received and processed, notifications are sent via e-mail. To make a request for purchasing new books and AV materials, please contact Acquisitions Librarian. Please prioritize multiple purchase requests. A **Library Materials Request Form** (Exhibit Section 1-D-3- 2) is available for requesting materials.

Curriculum Area Coordinators, or their designee, are responsible for regularly evaluating the library's collections for their subject area. This involves reviewing the library's books, reference books, instructional videos, and periodicals to determine if the materials are up-to-date and meet curriculum needs. Once the collection is evaluated, a **Library Collection Evaluation Form** (Exhibit Section 1-D-3-3) should be completed and turned in to Acquisitions Librarian. Requests for new materials to strengthen any weak areas in the collection can be made at this time. Old materials may also be pulled to be withdrawn from the collection. Evaluations may be done by examining the materials in the library, or by reviewing a list of the materials provided through our bibliography services. Contact Acquisitions Librarian for more information.

i. Distance Learning Services

The following services are available to the college's distance learning students:

Access to computers for login to class desktop

Remote access to library catalog and online databases

E-mail reference service: library@carteret.edu

Mailing service to check out library materials

Electronic Interlibrary Loan Request form & Patron Registration form

Access to general library information, magazine indexes, library handouts and research guides via the library's website

j. Extended Checkout Periods for Faculty/Staff

Faculty and staff may check out books from the library's main book collection for six weeks. Instructional AV materials may also be checked out for six weeks. If a longer checkout period is needed for books or instructional AV, please contact Library Technical Assistant and a semester or a year checkout can be arranged.

Reference books may be checked out for one day. Checkout periods on all other library materials, such as best sellers, movies, and audio books, are the same as for all library patrons.

k. Interlibrary Loan (ILL) Services

The library borrows materials from other libraries for your personal or professional interests through interlibrary loan. An **ILL Agreement Form** (Exhibit Section 1-D-3-4) must be completed prior to requesting materials for the first time, and an **ILL Request Form** (book form-Exhibit Section 1-D-3-5 and periodical form-Exhibit Section 1-D-3-6) is completed for each item being requested. These should be submitted to Library Technical Assistant.

l. Library Skills Classes

The library provides class instruction in the use of the library's online catalog, electronic databases, and general library use. To schedule your class for an instruction session, contact Acquisitions Librarian. Please provide your name and phone number, the course name and number, number of students, proposed date and time for the session, which resources you wish to have taught, and if the library skills exercise is desired. The library skills exercise provides independent practice on the concepts and skills taught in the class session. You may schedule one or two sessions for your students. Please contact the library at least two days in advance to schedule your class. Classes are also welcome in the library for study and research when scheduled in advance.

m. Online Tutorials

Online tutorials can be accessed via the library's website at www.carteret.edu/library

There are tutorials on the following topics:

- Searching the Library Catalog
- Using the Library of Congress Classification System
- Searching NC Live and SIRS
- Using the Internet
- Evaluating Websites
- Citing Electronic Sources
- Citing Using the APA and MLA Formats

n. Reserve Materials

Faculty may place library or personal materials on reserve for student use.

Reserves are held at the circulation desk. To place items on reserve, a **Reserve Request Form** (Exhibit Section 1-D-3-7) must be completed at the circulation desk for each item, and the item and form submitted to either Library Technician or Library Technical Assistant. Please allow 48 hours for processing reserves.

4. Equipment and Supplies

A. Equipment- The following is a brief description of equipment required for all Cosmetology Schools, currently set forth by the North Carolina State Board of Cosmetic Art.

21 NCAC 14J .0106 EQUIPMENT FOR BEGINNER DEPARTMENT

The beginner department shall be equipped with the following minimum equipment for every 20 students in the department:

- (1) one manicure table and stool,
- (2) two shampoo bowls and chairs,
- (3) two heating caps,
- (4) one mannequin with hair per student,
- (5) three marcel heaters, three electrical marcel curling irons,
- (6) one slide projector and slides or video equipment,
- (7) one mannequin practice table to accommodate at least ten students,
- (8) sufficient cold wave rods for each student in the department.

21 NCAC 14J .0206 EQUIPMENT IN ADVANCED DEPARTMENT

The advanced department must be equipped with the following equipment:

- (1) for departments with 20 to 29 stations, two manicure tables and stools;
- (2) for departments with 30 or more stations, four manicure tables and stools;
- (3) for departments with 20 to 29 stations, eight dryers and chairs;
- (4) for departments with 30 or more stations, 12 dryers and chairs;
- (5) eight shampoo bowls and chairs;
- (6) 20 dressing tables and styling chairs;
- (7) for departments with 20 to 29 stations, one facial chairs;
- (8) for departments with 30 or more stations, two facial chairs;
- (9) three marcel heaters; and
- (10) three marcel irons.

B. Supplies- Students are responsible for purchasing and/or obtaining minimum implements and supplies. Additional implements and supplies are purchased throughout the semester to meet, both instructional needs for demonstrations, and the demands of the daily clinical exercises.

21 NCAC 14J .0303 STUDENTS' PERSONAL SUPPLIES

Each student shall have the following minimum supplies:

- (1) manicure supplies and implements for a complete manicure;
- (2) six combs;
- (3) six brushes;
- (4) sufficient pin curl clips;
- (5) sufficient smooth rollers;

- (6) one marcel comb, hard rubber;
- (7) one electric curling iron, marcel;
- (8) one razor;
- (9) two scissors, one tapered and one straight;
- (10) one eyebrow tweezer;
- (11) one tint comb;
- (12) one blow dryer; and
- (13) one copy of "*An Act to Regulate the Practice of Cosmetic Art in the State of North Carolina*", and a copy of the course curriculum requirements, both of which shall be at no charge to the student for the first copy.

5. Budget

The Cosmetology Department operates from two budgets. They are State Funds, and Patron Fees (Special Funds), which is money generated from a daily public clinic in which the students perform services in exchange for money. That money is then used to purchase instructional supplies, and applied skills learned.

a. State Budget- for the 2007-2008 fiscal year, the college allocated \$5000.00 for the cosmetology program. The chart below displays annual expenditures, necessary for operating the cosmetology department.

Description	Approximate Cost
Accreditation Fee- to NC State Board	\$60.00
Maintenance of Equipment Repairs	\$1700.00
Maintenance of Software, used in student record keeping	\$375.00
Travel required for Professional Development for all instructors	\$1000.00
Office Supplies	\$300.00
Instructional Supplies / Miscellaneous	\$1500.00

b. Patron Fees-patron fees is a perpetual account, money is generated throughout the year. Patron fees can only be used for lab tools and instructional supplies. The chart below identifies patron fees generated for the 2007-2008 year to date.

Month	Patron Fees Generated
July	\$1,673.80
August	\$778.35
September	\$1,929.15
October	\$1,913.40
November	\$1,359.00
December	\$799.40
January	\$1,425.50
February	\$1,525.90
March	\$1,195.55
April	\$1,957.40
May	\$540.50
June	\$1,754.90
Totals	\$ 16,852.85

E. General:

1. Specific Industries or Businesses served by the program

The Cosmetology Department endeavors to maintain a professional relationship through networking with the following affiliates

- a. Salons
- b. Spas
- c. Beauty Supply Companies
- d. Professional Industry Associations

2. Institution to which your current students transfer

Upon completion of graduation, students may choose to continue their education through secondary agencies. These studies include specializing in advanced haircutting, coloring, perming, styling, or as educational specialist.

3. Significant developments since the last evaluation

- a. Expanded the afternoon program to include the community-at-large.
- b. Implemented block scheduling to comply with required general education classes.
- c. Updated the Cosmetology Textbook and supplemental materials.
- d. Revised all competencies, to comply with new text, and formats.

PART II- PROGRAM CONTENT

II. Program Content

A. Definition of Program

The Cosmetology Curriculum educates individuals in all facets of hair, skin and nails. The Cosmetology Curriculum currently offers two programs of study. They are: 1200 hour apprenticeship certificate program or 1500 hour licensure diploma program.

1. For whom it is intended

The Cosmetology curriculum is an ideal career choice for those seeking a tactile career which they can demonstrate creative skills working with a diverse culture. Candidates should display a professional image and hygiene while also meeting the physical and mental demands. The Cosmetology curriculum is ideal for all residents of Carteret County and surrounding areas. The majority of graduates reside and practice Cosmetology locally.

2. Criteria for admissions to program

Cosmetology operates through selective admissions. Upon completion of general admission requirements, students are then scheduled for a two part information session. During this process, students are evaluated on such factors, as: professional image, attitude and personality, communication skills, physical applications, and promptness.

B. Curriculum or Coursework

1. Service courses for general education core

The Cosmetology Diploma program requires the additional classes of MAT 101, Applied Mathematics and ENG 101, Applied Communications. These classes prepare students for the work force industry by implementing the business and communication skills critical for success. English Skills include letter writing, creating and maintaining a personal resume, and communication skills. Math Skills consist of time management, basic finances, measurements, and Geometry.

2. Stand-alone programs

This is not applicable to the Cosmetology Curriculum

3. Degrees, Diplomas, Certificates

The Curriculum offers both a Diploma and Certificate in Cosmetology. The diploma program is approximately four semesters, totaling 47 semester credit hours and 1500 contact hours. The certificate program

is approximately three semesters, totaling 34 semester credit hours and 1200 contact hours. Contact Hours are required by the North Carolina State Board of Cosmetic Art, minimum hours must be met to apply for licensure and graduation.

4. Distant Learning Courses Available (% of programs)

The North Carolina State Board of Cosmetic Art requires physical attendance, in order for the student to be awarded credit; therefore distance learning classes are not made available.

Note: Preparations to include web-enhanced instructional materials.

- C. External Accreditation-The process, what is involved, status
The Cosmetic Art Department is inspected quarterly by The North Carolina State Board of Cosmetic Art. This is a detailed and complex process, as the department is graded on the physical environment, faculty and institution credentials, and accurate documentation of student records. The primary focus of this agency is to ensure the health and safety concerns for everyone. Accreditation of the Cosmetology Curriculum is contingent upon earning and receiving a passing grade of 80 or higher. In the 37 year history of operation, the program has never received a grade less than 90.
- D. Innovations, New Programs, New Courses, State-wide, or national Efforts, Diversity applied to curriculum
This is not applicable to the Cosmetology Curriculum
- E. Testing and remedial coursework
Preliminary Placement Testing is a factor of the general admissions process. In order to be accepted into the curriculum, students must place out of both, MAT 060, Essential Mathematics and RED 080, Introduction to College Reading. Failure to achieve these scores will result in placement into developmental classes, which will prepare the student for placement in curriculum classes. In the event of academic struggles, once in the program, the student may utilize several options. Upon meeting with their primary instructor, private tutoring sessions may be scheduled. Students may elect to consult and use the services of Academic Support Services, located on campus.
- F. Evaluate Instructional Modalities
Cosmetology classes utilize various instructional methods, depending on the class type. Theory classes consist of traditional lectures and discussions. Clinical Classes consists of demonstrations and group activities. Theory and Clinical classes use a variety of programmed instructional media aids. A large part of instruction is conducted through the daily clinical operations in which all students spend 300-1200 hours

on the clinic floor performing a wide array of services. Students are required to complete these services in order to apply for their state examination process

- G. **Funding for Curricular Changes or Offerings**
State monies are the primary source from which all curricular changes, class offerings, and support positions would be obtained. Under various circumstances, grants and donations are awarded through the college foundation.

PART III- OUTCOMES

III. Outcomes

- A. Process of Identifying Outcomes
 Student Outcomes are identified through Patron Service Surveys, Final Exam Assessments, and North Carolina State Board of Cosmetic Art Student Records. Community patrons provide valuable information regarding clinical skills and communication of the students. The surveys and exam assessments of students have provided quality information validating the performance of students, and provide direction for future improvements.
- B. Administrative Outcomes & Results of measurements
 The Cosmetic Art Industry is constantly undergoing changes in technology and trends. It is critical that as educators, we stay abreast of these changes. For this reason, faculty set the following objectives:

Administrative Outcomes	Results
100% of Cosmetology faculty will maintain a minimum of 24 contact hours of State Board approved continuing education within a license cycle.	100% of Cosmetology Faculty obtained a minimum of 24 contact hours of State Board approved continuing education during a license cycle. License to teach is contingent upon obtaining in these CE hours. This is a standard set forth by the NC State Board of Cosmetic Art.
Upgrade instructional equipment and increase technology in the classroom by 50%	50% of clinical equipment was upgraded. This included the installation of mirrors and some equipment in the beginner's department. The department obtained a new commercial washing machine, upgraded computers, acquired new state of the art styling tools and gained additional instructional DVD's.

- C. Program outcomes & Results of measurements

Program Outcomes	Results
80% of 2007-2008 Cosmetology graduates will successfully pass the North Carolina State Board Examination.	85% of Cosmetology graduates successfully passed the North Carolina State Board Examination.
80% of 2007-2008 Cosmetology graduates will obtain work in a cosmetic art related environments.	90% of the 2007-2008 cosmetology graduates are working in the field. More focused analysis indicates that of 21 graduates 19 are currently employed.

D. Program Level Learning Outcomes: Specific to coursework or program area & results of measurements

PLLO	Results
Seventy five percent of cosmetology students assessed will demonstrate acceptable, positive personal and social skills required to establish a career within the industry. The student must obtain a passing grade of seventy five percent.	100% of students rated satisfied or higher, earning 18 or more of 24 points. More focused analysis indicates a minor weakness in the following areas: <ul style="list-style-type: none"> • 4% of patrons were dissatisfied with student promptness • 4% of patrons were dissatisfied with interaction between the instructor and student • 4% of patrons were dissatisfied with the checking out process.
Seventy five percent of cosmetology students assessed will display accurate safety and health procedures. The student must obtain a passing grade of seventy five percent.	100% of students earned seventy five percent or better when performing safety standards. After more focused analysis, it was determined that 9 of 21 students are lacking the safety and sanitation skills needed when performing wet hairstyles.
Seventy five percent of cosmetology students assessed will illustrate necessary clinical skills at work force entry level. The student must obtain a passing grade of seventy five percent.	62% of cosmetology students earned seventy five percent or better when performing necessary clinical skills. After more focused analysis, it was discovered that 15 of 21 students are lacking the necessary skills when performing wet hairstyling

E. Follow-up of students we serve

All outcomes were measured by creating and conducting surveys. Curriculum Support Services assisted in this process by compiling the results.

**PART IV-
NEED FOR
CHANGE**

IV. Need for Change

A. Strengths identified by external sources and students

1. The overall program was praised; however, there were a few factors that were identified in more detail.
 - External Sources stated “offers a wonderful career”
 - “offering low-cost services” benefits the community
 - Program provides substantial benefits to “young women and single mothers...giving them a leg up.”
 - Praise was given to all faculty, with compliments to Ms. Chevers, as this is a result of her long term service and commitment to the program.
 - Prepares students with increased organizational skills and structure.
 - Students are more educated in the field as compared to private school education.
 - Students are more prepared for the State Exam, which increase the pass rate of examination.
 - Prepares students with time management skills and dependability.

B. Weaknesses identified by external sources and students

- “Gaps in instruction”
- “Need for psychology courses”
- “Better sense of finance and economics when graduating”
- “Some inconsistencies between instructors and textbooks”
- “Students are exposed to clinical experiences too early”
- “Oversight of clinical instructors on clinical floor”
- “Too many students, not enough clinical instructors, on the floor at the same time”
- “20 clients and 2 instructors are not a good ratio”
- “bad work slips through the cracks”

C. Recommendations by program staff to improve the program-based on assessments completed and SWOT analysis; closing the loop

Cosmetology is governed by the North Carolina State Board of Cosmetic Art Administrative Code Title 27-Licensing Board and Commissions, Chapter 14, and The North Carolina Community College System. With that, being said, there are many rules and regulations that have to be strictly enforced, and cannot be altered or modified.

- Gaps in instruction, specifically in color classes/color correction will be to bring in more color specialist to do more demonstrations and hands on color. However color correction classes are considered an advanced technique and we are required to teach students to perform at a workforce level entry only.
- Psychology course may replace another course, but cannot be added to the curriculum, due to exceeding the semester credit

hours set forth by NC Department of Community College System curriculum standard.

- Elaborate more on finances as a cosmetologist just entering the workforce, with a spreadsheet of monies earned as a beginner cosmetologist to an advanced cosmetologist in the socio-economic area in which we live. We will intertwine this in our salon management chapter.
- The inconsistency between textbook content and instructor has to do with misprints during printing and the ever changing theories in the field of cosmetology.
- NC State Board of Cosmetic Arts, clearly states a student will be proficient enough at 300 hours to perform services on a live client, however if a student does not pass a three-hundred hour exam given by an instructor they will not be allowed to go on the clinical floor. The department faculty will review our current assessment methods, and make modifications if needed.
- According to NC State Board of Cosmetic Arts, the ratio of instructor to student is one instructor to twenty students; however, depending on the college budget, student enrollment rates and availability of qualified instructors, more instructors may be employed.
- The Cosmetology Department upholds the highest standards for each student, however not all students listen or grasp the concept. Mistakes do happen, but we always try to correct it to the best of our ability. We have a strict policy of verification of student work to ensure quality service is being produced, and checked upon client leaving. The Patron Service Surveys provide valuable information regarding the quality of work, the students produce, we will continue to use this information as an assessment tool.

D. Strategies for change-based on student/employer follow-up, assessment completed, and SWOT analysis; closing the loop.

Some Strategies identified to better serve our students include:

- Standardize all department clinical procedure tests, to ensure consistency throughout all programs. The evaluations will be shared documents for the entire Cosmetic Art Department, in which all faculty implement this testing process. An example would be a standard facial procedure that would be utilized by the Cosmetology and Esthetics departments; both departments would assess this procedure in the same way.
- Faculty will strictly enforce the guidelines and procedures as outlined in the department handbook, to provide consistency in all areas.
- The department will host more frequent guest artists of the industry to share real work experiences with the students.

- Implement various exercises in our classroom that reflect real work experiences.
- Continue to survey our patrons, graduates, and employers.
- Conduct workshops geared to educate salon owners/employers on work force entry level graduates, and the work they can expect to see.
- Develop an annual newsletter to network with local salons and beauty related businesses.

E. A one-year follow up brief report to the 3 VP for instruction reporting on the progress of E above, this is due April 15, the year following the review.

PART V-
FUTURE ISSUES-
RESOURCES
NEEDED FOR
FUTURE EFFORTS

V. Future Issues-Resources needed for future efforts

- A. Anticipated future curricular changes and needs (based on market and program trends)
Cosmetology faces changes within our industry. When change comes about, our industry is ready to implement those modifications, as change is an element in our field. One major need would be continuing education for all licensed individuals. The offerings of approved CE classes would benefit many professionals in this line of work.
- B. Market trends within the program area
Market trends within our scope of practice include advance hair cutting, color and styling techniques, artificial hair extensions, and the complete make-over process. The complete make-over process has regained popularity through new age reality television shows.
- C. Equipment, space and faculty needs for future growth and continuation
We are in the process of seeking qualified educators, to add to our instructional staff. As student enrollment and technology increase, faculty space and equipment are always in high demand. Space and Equipment are factors governed by the North Carolina State Board of Cosmetic Art, in the event the status, or regulations change, the department will be compelled to comply with these changes.
- D. Future plans
The Cosmetology Department will continue to serve non-profit organizations and agencies, network with local schools and salon, and endorse all policies set forth by the North Carolina State Board of Cosmetic Art, and The North Carolina Community College System. The Cosmetology Department will continue to serve students and prepare them with the necessary skill set for success in the Cosmetic Art Industry. Future Plans include:
- Barbering
 - Advanced Skin Care Training Center
 - Associate Degree in Cosmetology
 - Strategically incorporate distant learning

ATTACHMENTS