College Mission Statement
Honolulu Community College’s mission is to:

- Serve the community as an affordable, flexible, learning centered, open-door comprehensive Community College that meets the post-secondary educational needs of individuals, businesses, and the community.
- Serve the Pacific Rim as the primary technical training center in areas such as transportation, information technology, education, communications, construction, and public and personal services.

Program Mission Statement
The Cosmetology program's mission is to serve the community as an affordable, learning-centered, open door program which is committed to the development and delivery of innovative, high-quality education for the hair and beauty industry and empower individuals to maximize their potential and elevate the professionalism of the industry.

Part I: Quantitative Indicators for Program Review

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<th>2005</th>
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<tr>
<td>Annual New and Replacement Positions State</td>
<td>C/P 236 / 163</td>
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<td>Average Class Size</td>
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<td>Class Fill Rate</td>
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<td>FTE (headcount) of BOR Appointed Program Faculty</td>
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<td>Student/ Faculty Ratio (calculated field)</td>
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<td>Number of Majors Per FTE (workload) Faculty</td>
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<td>Cost Per SSH (Calculated field)</td>
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<td>Number of classes that Enroll less than 10 students</td>
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<td>Persistence Fall to Spring</td>
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<td>Number of Degrees Earned</td>
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<td>Perkins Core Indicator - 4P1</td>
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<td>Perkins Core Indicator - 4P2</td>
<td>6.52</td>
<td>2.44</td>
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Part II: Analysis of the Program

- List the names of your instructional faculty who taught in the Fall 2007 / Spring 2008 semesters.
  - Stella Akamine: COSM 60 and COSM 61L; Fall 2007
    COSM 70 and COSM 71L; Spring 2008
  - Jess Aki: COSM 20 and COSM 21L; Fall 2007
    COSM 20 and COSM 21L; Spring 2008
  - Jessica Kaniho: COSM 30 and COSM 31L; Fall 2007
    COSM 30 and COSM 31L; Spring 2008
  - Lynnette McKay: COSM 40, COSM 41L and COSM 50V; Fall 2007
    COSM 40, COSM 41L and COSM 50V; Spring 2008

- List the names of your instructional lecturers who taught in the Fall 2007 / Spring 2008 semesters.
  - Phil Hervas: COSM 21L, COSM 31L, COSM 41L and COSM 50V; Fall 2007 and Spring 2008

- List the names of any non-instructional (support) faculty or staff in your program for the Fall 2007 / Spring 2008 semesters (if not applicable, just skip).
  - Keri Ann Nakasone: Instructional and Student Support (APT)

- What are the strengths of this program?
  - We are the only public cosmetology program in the State of Hawaii.
  - The only cosmetology course to offer an Associate in Applied Science Degree.
  - The educational system used in the program focuses on learner readiness, engaging learner thinking and supporting learner performance in the art and sciences of cosmetology.
  - Support system from the educational system (Pivot Point) in materials, workshops and newsletters.
  - Each of the faculty and staff member shares the responsibility of the program by being a specific liaison.
    - Program Liaison: Jess Aki
    - Community Relations Liaison: Lynnette McKay
    - Student Affairs Liaison: Lynnette McKay
    - Personnel Liaison: Jessica Kaniho
    - Schedule and Curriculum Liaison: Jessica Kaniho
    - Tools and Equipment Liaison: Stella Akamine
    - Health and Safety Liaison: Stella Akamine
    - Budget Liaison: Keri Nakasone

Each fall, the faculty can choose to stay or change their liaison positions. The liaisons are asked by the program liaison to submit a brief report each fall, this provides a record of activities, goals and accomplishments from the previous year.
The reports are review for the program's annual report.
The documents are kept on file with the department reports and records.
• What are the weaknesses of this program?
  o The cosmetology lab rooms are outdated, due to current electrical needs for instruction in the area of “quick service” Blow Drying and Thermal styling.

• What opportunities exist for the program?
  o Expanding into other fields of the cosmetology industry; barbers training for the Navy.
    ▪ Will be submitting a proposal to the defense department for the opportunity to train on ship barbers.
    ▪ This will be a five year commitment if Honolulu Community College is awarded the contract.
  o Creating advanced workshops for post graduates.
    ▪ This will be for future considerations.
  o Faculty development opportunities from educational partners.
    ▪ Cosmetology Faculty development workshop is being proposed for the break in the Spring 2009 semester on updates of the current educational system use by the program.

• What challenges (threats) exist for the program?
  o The dependence on client base labs impacts the students learning experiences. Client base has been decreasing over the last few years due to the ageing of clientele.
  o Faculty workload is currently overloaded in order to have the student finish the course work in a timely manner for the state required licensing exam.

• Are the measurement of your Program and Course SLOs providing adequate information to evaluate student learning or should new measures be developed?
  o During the Program SLO mapping for the general education learning outcomes exercise, revealed areas that needed to be improved. The faculty of the cosmetology program was in agreement that the Program and Course SLOs needed to be re-done to strengthen the integrity of the program.
  o The assessment tools are adequate to evaluate the students’ knowledge and skill levels in the program and prepared for entry level positions in the cosmetology field; however the Program and Course SLOs do not reflect a true picture of the program and the level of instruction.

• How do you know that students are achieving your stated Program SLOs?
  o The program SLOs are not accurate, but the national standards in the cosmetology field are met and in some areas excel beyond the standards.
  o Assessment tools are; written exams, capstone projects and practical skill assessments in all areas of cosmetology and esthetics.
  o Graduates passing the state licensing exam for licensure.

• What kinds of evidence can you provide? (You don’t have to include the evidence in this report. Just list some of the ways that you collect evidence on student learning. Examples include knowledge surveys, projects, writing samples, observations, portfolios, performance tests, capstone experiences, etc.)
- In the lecture classes; knowledge surveys, written exams, projects and study guides.
  - In the lab classes; written exams, projects, rubrics, passport, and practical skill assessment.

- **Does the program have sufficient resources to promote student learning?**
  - Yes; with the current educational system used in the program. The system offers instructional support materials and an instructor professional development program that is used in the programs.

- **Are other resources needed such as personnel, facilities, or equipment?**
  - Personnel; A part time APT is needed for the esthetics courses.
  - Facilities; Need to be updated for electrical needs of the program.

- **If additional resources are required, what evidence/rationale is there to support this?**
  - Personnel: Currently the estheticians’ courses are utilizing student help. The cosmetology APT is ordering equipment and supplies for the esthetician courses, doing the inventory and setting up the front desk for the estheticians’ clinic and trains the student help before she goes home. The APT will work an additional six (6) hours extra a week during the time of training without compensation. Just so things will run smoothly.

  Faculty member is by herself during the evening hours to supervise the student help and conduct lab class at the same time. This is stressful at times.

- **Do all of your instructors (both faculty and lecturers)) include the course (not program) SLOs into their syllabus? How do you ensure that everyone is doing so?**
  - No, this is a recent discovery. Some of the course SLOs were just course objectives, due to the misunderstanding of what a course SLO is. The faculty will be revising the course SLOs.

- **Where do the instructors get the course SLOs from?**
  - The faculty will be using the course material, State Board Laws on Beauty School Curriculum and the Advisory Board for the program.

  - (Do they get them from the program coordinator? From the division secretary? From the HCC Website?)
  - The program coordinator and faculty will be working together to revise the Program SLOs and course SLOs.
  - The division secretary has limited knowledge in the cosmetology field.
  - The course SLOs will need to be updated on the HCC Website.

- **Are all safety issues addressed?**
  - Yes; the program has a Health and Safety Liaison which is Stella Akamine, She submits an annual report to the program coordinator.
Part III: Action Plan

- What tasks/goals have you accomplished from your previous action plan items on last year’s annual review report (include any strategic planning items that were funded / not funded – if not funded, where was your item prioritized on the strategic plan)?
  - Strategic plan document for 2003-2010 on page 18; establish and maintain an evening esthetics option in the Cosmetology (COSM) program has been establish by using cosmetology funds to set up the esthetics lab and classroom.
  - The Cosmetology program is currently updating the course material due to textbook revisions being made by the publisher. All cosmetology faculty are involved in this project. Publisher’s deadline for the revision of all ten course books is June 2009.
  - Jessica Kaniho coordinated the mold removal in the laundry room.
  - James Niino; Apprenticeship Coordinator and the apprentices have completed the removal of peeling paint and have painted the lobby and hallways in the cosmetology department this fall.
  - Hydraulic chairs have been repaired with new hydraulic pumps.
  - Second semester student kit has been revised by including a male manikin and clipper set for the men’s haircutting and hairstyling area of the program.
  - Programs Advisory Board made suggestions on the instruction of soft skills. Program is using the Pivot Point Salon Success Textbook for this area.

- What tasks/goals have you set for the upcoming year (fall 2008 / spring 2009)?
  - To review and revise the Program SLOs
  - To review and revise the course SLOs

- Who will be responsible for completing these tasks/goals?
  - Jess Aki will coordinate the project, and all faculty will be involved
  - Jess Aki will be responsible for COSM 20 and COSM 21L course SLOs.
  - Jessica Kaniho will be responsible for COSM 30 and COSM 31L course SLOs.
  - Lynnette McKay will be responsible for COSM 40, COSM 41L and 50V course SLOs.
  - Stella Akamine will be responsible for COSM 60, COSM 61L, COSM 70 and COSM 71L course SLOs.

- What is the timeline for achieving these tasks/goals?
  - Program SLOs timeline is the end of Spring 2009
  - The course SLOs will be the end of fall 2009, due to course material revision on June 2009 by the publisher.

Part IV: Resource Implications (physical, human, financial)

- Are there any budgetary impacts for carrying out your action plan?
  - No, just will take time.

- Do any of your action plan items require integration into the strategic plan? (If so, have you notified your division chair / Dean of this action?)
Part V: Strategic Planning Items

- Does your program have any funding requests on the current strategic plan (equipment, positions, etc.)? If yes, please write an explanation on how your program review report supports the need to fund the program’s strategic plan request.
  - Establish and maintain an evening esthetics option in the Cosmetology (COSM) program. This has been done with the help from the cosmetology revolving fund account. Not sure if the funds requested was received to support and maintain the esthetics option.
  - Currently the esthetics option generates funds from the clinic lab for the replenishment of supplies and equipment maintenance.