

CHIPOLA COLLEGE
Assessment of Program Outcomes and Standards
Based on Outcomes and Standards of the Council on Occupational Education

Program: **Cosmetology**

Occupational Education Outcomes	Yes	No	Evidence the Chipola Meets this Outcome	Program Specific Standards or Certifications
Program Outcome 1:	The program maintains individual student records including:			
Accurate Student Records Are Maintained	X		Skills Check-Off of student performance standards Class Record Book Course Syllabi	Intended Outcomes and Student Performance Standards: Cosmetology CIP 0612040303 <u>Outcomes-Standards Cosmetology</u> Source Document: Program Curriculum Frameworks at www.firn.edu/doc/dwdframe/0607/ie/doc/12040303.doc
	X		Enrollment Services Student Records Department and Program Records	
Program Outcome 2:	(a) The program determines accurate program completion data, compares it to completion rates at similar institutions.			
Program Completion Data Are Collected and Monitored	X		Data Center Reports Florida Accountability Data Institutional Outcome Measures	
	X		Program Review WFD Operational Unit	

	unacceptably lower than the expected outcome.			Plan—Unit 5	
Program Outcome 3:	(a) The program determines accurate program placement data each year and compares it to placement data at similar institutions.	X		FETPIP Report	
Program Placement Data Are Collected and Monitored	(b) The program takes any actions required if overall placement rates are unacceptably lower than the expected outcome.	X		Program Review Program Improvement Plans WFD Operational Unit Plan—Unit 5	
Program Outcome 4:	(a) The program determines licensure examination passing rates each year and compares it to licensure passing rates at similar institutions.	No Licensure Exam for this program			
Licensure Examination Data are Collected and Monitored	(b) The program takes any actions required if overall placement rates are unacceptably lower than the expected outcome.	X		Program Review Program Improvement Plans WFD Operational Unit Plan—Unit 5	
Program Outcome 5:	The program has a written plan to ensure that follow-up is systematic and continuous. The plan includes the following elements:				
Written Plans Are Prepared for Follow-up	(a) Responsibilities for assessment and follow-up are assigned.	X		Planning Office Program Improvement Plans WFD Operational Unit Plan—Unit 5	
	(b) The data are collected and maintained on completers and employers of	X		FETPIP Report Advisory Committee	

	completers.			and industry feedback	
	(c) Feedback from completers and employers is focused on program effectiveness, including instructional delivery and workplace skills.	X		Advisory Committee and industry feedback	
	(d) Placement and follow-up data are used to evaluate and improve the quality of program outcomes.	X		FETPIP Report Advisory Committee Industry feedback	
	(e) Placement and follow-up data are compiled and communicated annually to appropriate instructors and administrators in Workforce Development Programs.	X		FETPIP Report Program Review Faculty Evaluations Advisory Committee Division Staff Meetings	
Occupational Education Unit Standards		Yes	No	Evidence that Chipola Meets this Standard	Program Specific Certification Standards
Standard A: The Program Has Clear and Appropriate Goals and Objectives	1. The primary goal of the program is to instruct students to reach competency levels so that they are qualified for initial employment and/or career advancement. (Statement of unit purpose)	X		Florida DOE Curriculum Frameworks WFD Operational Unit Plan—Unit 5 Statement of Unit Purpose, Goals, and Expected Outcomes	Specific skills identified in Florida Dept. of Education’s Curriculum Frameworks: Cosmetology CIP 0612040303 <u>Outcomes-Standards Cosmetology</u> Source Document: Program Curriculum Frameworks at www.firn.edu/doc/dwdframe/0607/ie/doc/12040303.doc
	2. An organized and functional advisory			Cosmetology Program Advisory Committee is	

	committee composed primarily of external personnel provides community input in maintaining relevant program objectives.	X		active and makes recommendations about the program	
Standard B:	1. The occupational education unit has a written plan for its media services which is appropriate for the unit and includes the following:				
Appropriate Learning Resources Are Provided	a. The scope and availability of the media services	X		Computing and Technology Committee State-of-the-art instructional technology continuously available for all faculty	
	b. A variety of current and relevant education materials to help fulfill the occupational education unit's purposes and support its educational programs	X		Textbooks, Video Tapes DVDs Consumables Computer Assisted Instruction	
	c. Staff responsible for the implementation and coordination of media services.	X		Job descriptions of Program Instructors Technology Personnel Library personnel	
	d. Roles and responsibilities of designated staff member(s)	X		Job descriptions of Program Instructors Technology Personnel Library personnel	
	e. Orientation for user groups	X		Instructors, Librarians	

	f. Facilities essential for using media materials	X		Annual Classroom and Lab Inventory Checkoff	
	g. Annual budgetary support for the services	X		Workforce Development Budget, Carl Perkins, Tech Prep	
	h. Evaluation of the effectiveness of media services and utilization of the results to modify and improve media services	X		Computing and Technology Committee, Student Evaluations, Student Exit Forms, Program Review	
	2. Relevant and up-to-date equipment is available in adequate variety and quantity to support the instructional programs offered by the occupational education unit.	X		Annual Classroom and Lab Inventory Checkoff Technology Inventory and Maintenance Schedule	
	3. Instructional supplies are available in adequate variety and quantity to support the instructional programs offered by the occupational education unit.	X		Department Supplies, Perkins Resources, Information Technology Department Resources	
Standard C: Appropriate Physical Resources Are Provided	1. Existing physical plant of the occupational educational unit provides adequate, safe, and clean facilities with appropriate supporting utilities for	X		College Safety Plan Annual Safety Inspection Physical Plant	

	classrooms, laboratories/ shops, offices, restrooms, lounges, meeting rooms, and other needs.			maintenance and custodial crews	
	2. An appropriate plan for assuring the health and safety of the occupational education unit's employee's, students, and guests has been developed and includes:				
	a. A system for reporting and investigating accidents	X		Chipola College Safety and Security Policies 4.360, 6.030, Safety and Security Manual	
	b. Is in use	X			
	c. Has been distributed to employees	X			
	d. Is available to students	X		College Catalog, Student Handbook Safety Committee	
	e. Is regularly evaluated/revise with appropriate input from employees and students.	X		Annual Safety Inspection	
Standard D: Appropriate Financial Resources Are Provided	1. The occupational education unit demonstrates responsible financial management with funds sufficient to maintain quality educational programs and to complete the education of all students enrolled.	X		Chipola College Fiscal Procedures and Annual Audit by the Auditor General of Florida	
Standard E: The Program Has an Adequate Number of	1. The occupational education unit has a sufficient number of qualified faculty members to fulfill its goal and operate its programs.	X		Faculty files maintained by Human Resources Office	

Competent Faculty	2. Documentation is available to demonstrate that each faculty member in a technical field maintains liaison with employers in the technical field through periodic visitations and personal contact.	X		Advisory Committee, Special conferences with employer groups, Career Fairs	
Standard F: Appropriate Student Services Are Provided	1. Appropriate career counseling, employability skills instruction, orientation, and placement services are available to support the goal and programs of the occupational education unit.	X		Workforce Counselor, Employability Skills Instructor, Program Instructors, Career Lab Resources	