

PROGRAM REVIEW

Department: Cosmetology



Date of Program Review: 2025

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Recommended Timeline

1. Program Review document will be completed and submitted to the Instruction Office by December 31st.
2. Vice President of Academic Affairs and Institutional Effectiveness Support will complete the initial review and ask for any additional information by February 15th.
3. Vice President of Academic Affairs and Institutional Effectiveness Support will provide feedback to faculty by April 15th.
4. The faculty responsible will review the information and recommendations before June 30th.
5. Programs under review may be asked to present a summary of their program findings and an action plan to the Board of Trustees in the following academic year.

ACADEMIC PROGRAM/DISCIPLINE REVIEW

Fort Scott Community College

Introduction to Program

I. Scope

A. Program Relation to College Mission, Core Values, and Strategic Plan:

1. How do the goals and measurable objectives for the program/discipline help the college meet its mission, core values, and strategic plan?

The Cosmetology Department at FSCC aligns closely with the college's mission to provide "quality education at a reasonable cost in a caring, learning atmosphere" while supporting its vision of "Students First, Community Always." Our program goals include preparing students for licensure and immediate employment through hands-on training and the Pivot Point curriculum, fostering a skilled workforce that meets regional needs. Measurable objectives such as achieving a high state licensure pass rate and maintaining strong job placement rates directly support FSCC's commitment to academic success and workforce development.

Our emphasis on small class sizes and personalized instruction reflects FSCC's core value of a student-centered approach, ensuring every student has the opportunity to excel. Additionally, by offering affordable training compared to private beauty schools, we uphold the college's value of accessibility, making cosmetology education attainable for a diverse student body.

2. What specific goals of the strategic plan are affected by this? Please explain.

FSCC's strategic plan includes strategic goal #1 is fostering relationships with the community FSCC serves and strategic goal #2 with enhancing teaching and learning, advancing innovative programs, and developing the region's workforce. The Cosmetology Department impacts these goals as follows:

Teaching and Learning: Through the use of the internationally acclaimed pivot point curriculum and modern salon facilities, we provide cutting-edge, competency-based education that prepares students for real-world careers.

Innovative Programs: Our program adapts to industry trends (e.g., incorporating nail technology certificates and advanced styling techniques), ensuring relevance and innovation.

Workforce Development: By training cosmetologists who meet Kansas State Board of Cosmetology standards, we supply skilled professionals to local salons, spas, and related businesses, directly supporting economic growth in Southeast Kansas.

B. Program/Discipline Demand/Need:

If applicable, provide any advisory board meeting minutes.

1. Describe the need for the program/classes based on regional demands.

The demand for cosmetology professionals in Southeast Kansas remains robust, driven by a consistent need for skilled stylists, nail technicians, and salon managers in Fort Scott, Pittsburg, and surrounding areas. According to regional labor market trends, the cosmetology field shows steady growth, with Kansas DegreeStats indicating median wages of approximately \$23,000-\$30,000 annually for entry-level cosmetologists, with potential for higher earnings as experience grows. Local salons frequently seek FSCC graduates due to our reputation for excellence, as evidenced by job placement rate of 85% within six months of Graduation. Community demand is further demonstrated by the popularity of our on-campus salon services, which serve clients while providing students with practical experience.

2. **Is program revision needed? If yes, provide a detailed rationale supporting the program change.**

Yes, a minor revision may be warranted to incorporate emerging trends such as eco-friendly cosmetology practices (e.g., sustainable products) and digital skills (e.g., social media marketing for salons), which are increasingly valued in the industry. The rationale includes:

Industry Evolution: Clients and employers demand expertise in sustainable beauty and online branding, areas not fully addressed in our current curriculum.

Student Competitiveness: Adding these skills will enhance graduate employability, aligning with FSCC's workforce development goals.

Advisory Board Input: Advisory Board includes that we need a barbering or esthetic program. Along with better marketing of the on-campus salon.

3. **Describe how the revised program differs from the current one?**

This revision could add some new and impactful classes that discuss Marketing and the use of new products.

C. Program/Discipline Analysis:

1. **What procedures are used to ensure that course content is up-to-date?**

The Cosmetology Department employs several procedures to keep course content current:

Curriculum Review: Annual reviews of the Pivot Point curriculum ensure alignment with industry standards and Kansas State Board of Cosmetology regulations.

Instructor Training: Faculty attend professional development workshops (e.g., Pivot Point seminars, state board updates) to stay abreast of trends like balayage coloring or gel manicures.

Advisory Board Feedback: Meetings that are twice a year and includes members with local salon owners and industry professionals provide insights into emerging techniques and client preferences.

Student Feedback: Exit surveys from graduates highlight areas where content could be refreshed based on their salon experiences.

2. How do you ensure appropriate academic rigor and consistency of course content in all modalities and locations where the courses are offered?

FSCC's Cosmetology Program operates at Fort Scott, maintaining rigor and consistency through:

Standardized Curriculum: The Pivot Point system is uniformly implemented with identical learning outcomes and assessments.

Faculty Coordination: Regular meetings between instructors ensure consistent teaching methods and evaluation standards.

Kansas State Oversight: Compliance with state board regulations mandates 1,500 hours of instruction, ensuring equivalent rigor regardless of School.

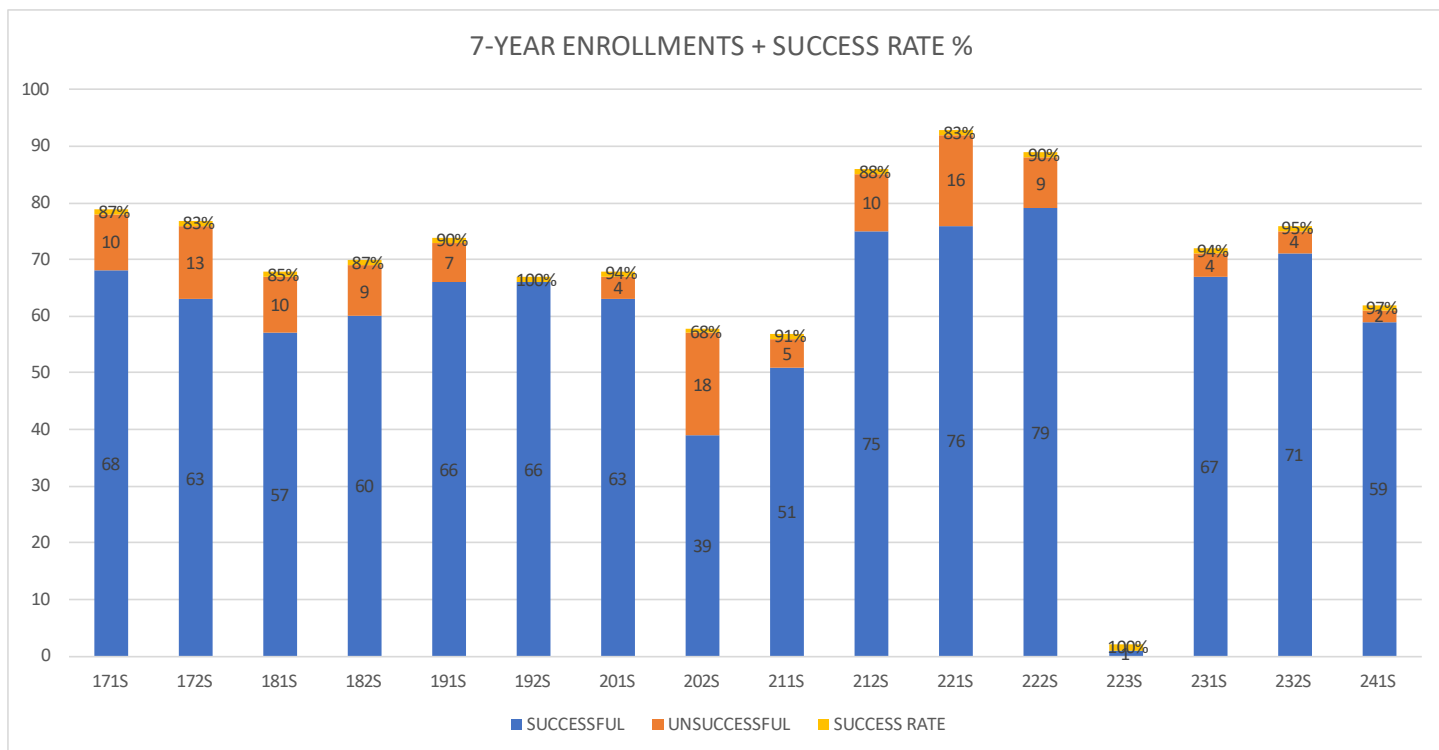
Quality Checks: Classroom observations and client service evaluations by department coordinators verify that academic and practical standards are met.

3. Provide the following data for your program below: Enrollment Data by course, credit hours, and grade distribution.

171S		703	110	813
COSMETOLOGY I	COS1011	253	22	275
COSMETOLOGY II	COS1111	198	77	275
COSMETOLOGY III	COS2011	99		99
COSMETOLOGY IV	COS2111	88	11	99
COSMETOLOGY SEMINAR	COS2205	5		5
MANICURING	COS1210	30		30
MANICURING I	COS1205	30		30
172S		608	138	746
COSMETOLOGY I	COS1011	77	22	99
	COS1017	84	7	91
COSMETOLOGY II	COS1111	55	55	110
COSMETOLOGY III	COS2011	187	11	198
COSMETOLOGY IV	COS2111	165	33	198
MANICURING	COS1210	10	10	20
MANICURING II	COS1215	30		30

181S		623	110	733
COSMETOLOGY I	COS1011	209	33	242
COSMETOLOGY II	COS1111	198	77	275
COSMETOLOGY III	COS2011	88		88
COSMETOLOGY IV	COS2111	88		88
MANICURING	COS1210	40		40
182S		635	89	724
COSMETOLOGY I	COS1011	143	22	165
	COS1017	42	7	49
COSMETOLOGY II	COS1111	132	22	154
COSMETOLOGY III	COS2011	143	22	165
COSMETOLOGY IV	COS2111	165	11	176
COSMETOLOGY SEMINAR	COS2205		5	5
MANICURING	COS1210	10		10
191S		721	70	791
COSMETOLOGY I	COS1011	220	22	242
COSMETOLOGY II	COS1111	209	33	242
COSMETOLOGY III	COS2011	121		121
COSMETOLOGY IV	COS2111	121		121
COSMETOLOGY SEMINAR	COS2205		5	5
MANICURING	COS1210	50	10	60
192S		696	0	696
192S		696	0	696
COSMETOLOGY I	COS1011	99		99
	COS1017	49		49
COSMETOLOGY II	COS1111	99		99
COSMETOLOGY III	COS2011	209		209
COSMETOLOGY IV	COS2111	220		220
MANICURING	COS1210	20		20
201S		687	43	730
COSMETOLOGY I	COS1011	220	11	231
COSMETOLOGY II	COS1111	209	22	231
COSMETOLOGY III	COS2011	99		99
COSMETOLOGY IV	COS2111	99		99
MANICURING	COS1210	60	10	70
202S		415	198	613
COSMETOLOGY I	COS1011	66	33	99
	COS1017	21		21
COSMETOLOGY II	COS1111	66	33	99
COSMETOLOGY III	COS2011	121	66	187
COSMETOLOGY IV	COS2111	121	66	187
MANICURING	COS1210	20		20

211S		549	54	603
COSMETOLOGY I	COS1011	198	11	209
COSMETOLOGY II	COS1111	176	33	209
COSMETOLOGY III	COS2011	55		55
COSMETOLOGY IV	COS2111	55		55
COSMETOLOGY SEMINAR	COS2205	5		5
MANICURING	COS1210	60	10	70
212S		761	110	871
COSMETOLOGY I	COS1011	176		176
	COS1017	91		91
COSMETOLOGY II	COS1111	154	33	187
COSMETOLOGY III	COS2011	154	22	176
COSMETOLOGY IV	COS2111	121	55	176
COSMETOLOGY SEMINAR	COS2205	5		5
MANICURING	COS1210	60		60
221S		833	175	1008
COSMETOLOGY I	COS1011	275	33	308
COSMETOLOGY II	COS1111	209	121	330
COSMETOLOGY III	COS2011	154	11	165
COSMETOLOGY IV	COS2111	165		165
MANICURING	COS1210	30	10	40
222S		821	91	912
COSMETOLOGY I	COS1011	154	33	187
	COS1017	84	14	98
COSMETOLOGY II	COS1111	165	44	209
COSMETOLOGY III	COS2011	209		209
COSMETOLOGY IV	COS2111	209		209
223S		5	0	5
COSMETOLOGY SEMINAR	COS2205	5		5
231S		733	44	777
COSMETOLOGY I	COS1011	242	11	253
COSMETOLOGY II	COS1111	209	33	242
COSMETOLOGY III	COS2011	121		121
COSMETOLOGY IV	COS2111	121		121
MANICURING	COS1210	40		40
232S		763	36	799
COSMETOLOGY I	COS1011	176	11	187
	COS1017	28	14	42
COSMETOLOGY II	COS1111	165	11	176
COSMETOLOGY III	COS2011	187		187
COSMETOLOGY IV	COS2111	187		187
MANICURING	COS1210	20		20
241S		643	22	665
COSMETOLOGY I	COS1011	154	22	176
COSMETOLOGY II	COS1111	143		143
COSMETOLOGY III	COS2011	143		143
COSMETOLOGY IV	COS2111	143		143
MANICURING	COS1210	60		60
Grand Total		10196	1290	11486



COS PROGRAM - GRADE DISTRIBUTIONS

TERM AND COURSE	SUCCESSFUL	UNSUCCESSFUL	ENROLLED	SUCCESS RATE	UNSUCCESSFUL RATE
211S	51	5	56	91%	9%
COSMETOLOGY II	16	3	19	84%	16%
COSMETOLOGY IV	5	0	5	100%	0%
COSMETOLOGY III	5	0	5	100%	0%
COSMETOLOGY I	18	1	19	95%	5%
MANICURING	6	1	7	86%	14%
COSMETOLOGY SEMINAR	1	0	1	100%	0%
212S	75	10	85	88%	12%
COSMETOLOGY II	14	3	17	82%	18%
COSMETOLOGY IV	11	5	16	69%	31%
COSMETOLOGY III	14	2	16	88%	13%
COSMETOLOGY I	29	0	29	100%	0%
MANICURING	6	0	6	100%	0%
COSMETOLOGY SEMINAR	1	0	1	100%	0%
221S	76	16	92	83%	17%
COSMETOLOGY II	19	11	30	63%	37%
COSMETOLOGY IV	15	0	15	100%	0%
COSMETOLOGY III	14	1	15	93%	7%
COSMETOLOGY I	25	3	28	89%	11%
MANICURING	3	1	4	75%	25%
222S	79	9	88	90%	10%

COSMETOLOGY II	15	4	19	79%	21%
COSMETOLOGY IV	19		19	100%	0%
COSMETOLOGY III	19		19	100%	0%
COSMETOLOGY I	26	5	31	84%	16%
223S	1		1	100%	0%
COSMETOLOGY SEMINAR	1		1	100%	0%
231S	67	4	71	94%	6%
COSMETOLOGY II	19	3	22	86%	14%
COSMETOLOGY IV	11		11	100%	0%
COSMETOLOGY III	11		11	100%	0%
COSMETOLOGY I	22	1	23	96%	4%
MANICURING	4		4	100%	0%
232S	71	4	75	95%	5%
COSMETOLOGY II	15	1	16	94%	6%
COSMETOLOGY IV	17		17	100%	0%
COSMETOLOGY III	17		17	100%	0%
COSMETOLOGY I	20	3	23	87%	13%
MANICURING	2		2	100%	0%
241S	59	2	61	97%	3%
COSMETOLOGY II	13		13	100%	0%
COSMETOLOGY IV	13		13	100%	0%
COSMETOLOGY III	13		13	100%	0%
COSMETOLOGY I	14	2	16	88%	13%
MANICURING	6		6	100%	0%
Grand Total	961	121	1082	89%	11%

4. Instructor Information: List full time faculty, adjunct faculty, and concurrent faculty who teach courses in the program.

Full-Time Faculty:

Marlee Lake, Lead Instructor (Fort Scott), 620-223-2700 ext. 5220, marleel@fortscott.edu

Mindy Smith, Instructor (Fort Scott), 620-223-2700 ext. 5221, mindys@fortscott.edu

Adjunct Faculty:

Paula Totman, Part-Time Instructor, 620-223-2700 ext. 5222, paulat@fortscott.edu

D. Program Assessment:

1. What are the program outcomes and what methods are used to assess the program outcomes?

Cosmetology Dept.: The fall 2024 aggregated data shows that 77% of students assessed scored a 3 or 4 on Program Learning Outcome (PLO) 6: Apply the techniques of nails services including basic nail services and nail enhancements. As we had hoped with the separation of

nail services from hair services in the PLOs, the data now more accurately shows how the students are performing in both areas of nail services and hair services. Although students are passing the state licensure test in nail services, this score is the lowest among all PLOs at 77%, so it could be improved. I would attribute this to the fact that most Cosmo Students find a "Specialty" and stick to that. If they prefer hair services and don't practice nails as much as the others, then they're less proficient. But we feel that we could improve this by assigning more Nail service projects and talk more about the importance of having a wide variety of proficiencies in our career.

1. Students will be able to demonstrate effective communication, teamwork and professional ethics.
2. Students will be able to display the professional standards for artistry of hair-cutting and styling.
3. Students will be able to apply the techniques of chemical services including coloring, texturizing and performing acrylic nails services.
4. Students will be able to develop an understanding of business skills including the sale of retail products, customer service and money management.
5. Students will be able to demonstrate the necessary knowledge of the Kansas Board of Cosmetology rules and regulations and the skills to pass the theory and practical exams for Kansas state cosmetology licensure.

Note: Old PLOs prior to Fall 24. PLOs updated for the fall 2024 semester since the old PLO 3 data is too aggregated to discover how our students are performing on Coloring, Chemical services and acrylic nails. By separating the data, we can have a more accurate view of student performance on both nail services and hair cutting services.

2. Complete the Curriculum Mapping Matrix.

Cosmetology REFERENCE RUBRIC- PLO Rubric with Course Outcome mapping/alignments-Updated Fall 2024

Description: This rubric is used for department/program data reporting only. Credits: AACU Value Rubric <https://www.aacu.org/value-rubrics>

	Levels of Achievement				
Criteria	1=Does not meet expectations	2=Approaching Standards	3=Meeting Expectations	4=Exceeds Expectations	Mapping
Outcome 1: Demonstrate effective communication, teamwork and professional ethics.	Student scores below 75 on the assessment	Student scores 75-80 on the assessment	Student scores 81-93 on the assessment	Student scores 94-100 on the assessment	COS2111 Rubric (Cosmetology) CLO1, CLO5, CLO6, CLO9
Outcome 2: Display the professional standards for artistry of hair-cutting/Texturizing and styling.	Student scores below 75 on the assessment	Student scores 75-80 on the assessment	Student scores 81-93 on the assessment	Student scores 94-100 on the assessment	COS2111 (Cosmetology) CLO2, CLO3, CLO7
Outcome 3: Apply the techniques of chemical services including coloring, highlighting and perm/relax.	Student scores below 75 on the assessment	Student scores 75-80 on the assessment	Student scores 81-93 on the assessment	Student scores 94-100 on the assessment	COS2111 (Cosmetology) CLO5, CLO6, CLO8, CLO11
Outcome 4: Develop an understanding of business skills including the sale of retail products, customer service and money management.	Student scores below 75 on the assessment	Student scores 75-80 on the assessment	Student scores 81-93 on the assessment	Student scores 94-100 on the assessment	COS2111 (Cosmetology) CLO4, CLO5, CLO6, CLO9, CLO10, CLO14
Outcome 5: Demonstrate the necessary knowledge of the Kansas Board of Cosmetology rules and regulations and the skills to pass the theory and practical exams for Kansas state cosmetology licensure.	Student scores below 75 on the Kansas Board of Cosmetology Licensure Assessment	Student scores 75-80 on the Kansas Board of Cosmetology Licensure Assessment	Student scores 81-93 on the Kansas Board of Cosmetology Licensure Assessment	Student scores 94-100 on the Kansas Board of Cosmetology Licensure Assessment	COS2111 (Cosmetology) CLO13
Outcome 6: Apply the techniques of nail services including nail enhancements and basic nail services.	Student scores below 75 on the assessment	Student scores 75-80 on the assessment	Student scores 81-93 on the assessment	Student scores 94-100 on the assessment	COS2111 (Cosmetology) CLO12

3. What is the process for program and course level assessment?

Students complete hours and demonstrate skills to achieve various levels throughout the program. They are assessed on the outcomes and must demonstrate mastery to graduate from the program and to become board certified.

Program : Cosmetology					
Program Learning Outcomes	Fall 2022	Spring 2023	Fall 2023	Spring 2024	Fall 2024
PLO1: Students will be able to demonstrate effective communication, teamwork and professional ethics.	63%	100%	100%	94%	100%
PLO2: Students will be able to display the professional standards for artistry of hair-cutting/texturizing, and styling.	63%	60%	100%	75%	92%
PLO3: Students will be able to apply the techniques of chemical services including coloring, highlighting and perm/relax.	67%	100%	75%	81%	92%
PLO4: Students will be able to develop an understanding of business skills including the sale of retail products, customer service and money management.	80%	86%	100%	81%	85%
PLO5: Students will be able to demonstrate the necessary knowledge of the Kansas Board of Cosmetology rules and regulations and the skills to pass the theory and practical exams for Kansas state cosmetology licensure.	87%	100%	100%	81%	100%
PLO6: Students will be able to apply the techniques of nail services including nail enhancements and basic nail services.	100%	86%	PLOs changed to 5	-----	77%

4. Include the findings of outcomes assessment reports from the department since the last program review? (Include the assessment data to support your findings.)

COS PROGRAM - SUCCESS DISTRIBUTIONS					
TERM AND COURSE	SUCCESSFUL	UNSUCCESSFUL	ENROLLED	SUCCESS RATE	UNSUCCESSFUL RATE
171S	68	10	78	87%	13%
172S	63	13	76	83%	17%
181S	57	10	67	85%	15%
182S	60	9	69	87%	13%
191S	66	7	73	90%	10%
192S	66		66	100%	0%
201S	63	4	67	94%	6%
202S	39	18	57	68%	32%
211S	51	5	56	91%	9%
212S	75	10	85	88%	12%
221S	76	16	92	83%	17%
222S	79	9	88	90%	10%
223S	1		1	100%	0%
231S	67	4	71	94%	6%

232S	71	4	75	95%	5%
241S	59	2	61	97%	3%
Grand Total	961	121	1082	89%	11%

E. For CTE programs only:

Program majors/Current concentrators

652 Students since 2020 Semester 1 to 2024 Semester 1

Unduplicated prior 3 year graduates

5. Please list any third party accreditation.

N/A

- 6. List any additional needs for the program (facilities, personnel, technology, student support, etc.).** Our facility is well-maintained, and we have put significant effort into making it a welcoming and beautiful space. However, we are facing challenges with space limitations. With approximately 30 students on-site Monday through Thursday from 7:30 AM to 5:00 PM, our current setup could be optimized for better functionality. Specifically, our wax room and facial areas would benefit from improved organization and a more efficient layout. Additionally, the student break area could be enhanced to provide a more comfortable and accommodating environment. Expanding or reconfiguring our space would allow for a more effective learning experience and better overall student support.

II. SWOT Analysis

A. Strengths:

- Outstanding Licensure Success: Since April 2024, we have maintained an impressive 98% licensure pass rate.
- Strong Job Placement: Our students excel in securing employment, leveraging social media for self-promotion alongside instructor support. Instructors provide guidance on job opportunities and marketing strategies to enhance career success.
- Innovative High School Manicuring Program: We launched a new High School Manicuring class that offers graduates a direct path to licensure or the option to continue their education with Cosmetology hours. This updated program provides 150 hours toward their Cosmetology training, significantly improving upon the previous 80-hour model.

B. Weaknesses:

- Salon space along with program offerings
- This program does not see many males, but I think we could help this with better recruitment

C. Opportunities:

- We've hired an additional part-time instructor to ensure our students receive the hands-on training they need.
- Exploring new program offerings such as barber school and esthetician services could give us a competitive edge.

D. Threats:

- Declining Enrollment – If fewer students enroll due to economic downturns, competition, or changing career interests, revenue will drop.
- High Operating Costs – Expenses like rent, utilities, staff salaries, and product supplies can strain budgets.
- Competition from Other Schools – Nearby cosmetology schools, online beauty courses, or corporate training programs could take potential students.
- Outdated Curriculum or Equipment – If a school doesn't keep up with trends like skincare advancements, sustainable beauty, or new techniques, it may lose credibility.
- Shifts in Beauty Industry Trends – If the school doesn't adapt to new trends like non-toxic beauty, digital beauty influencers, or advanced skincare, it could lose appeal.
- Economic Downturns – If people cut back on beauty services, job opportunities for graduates may shrink, making the program less attractive.

- Automation & AI in Beauty – **Technological advancements, such as AI-driven beauty consultations or robotics in hairstyling, could reduce job opportunities for graduates.**

III. Action Plan

- 1. Provide a list of accomplished action items from the previous Program Review. What items are pending/not completed from the last Program Review? Please provide rationale.**

N/A.

- 2. Create an action plan including justification for the program.**

Program Enhancement Goals

- Maintain and Improve Licensure & Job Placement Rates
- Objective: Sustain the 98% licensure pass rate and high job placement through curriculum enhancements and career readiness support.
 - Action Steps:
 - Continue utilizing the Pivot Point curriculum for hands-on training.
 - Strengthen mock state board exams and one-on-one coaching before licensure exams.
 - Expand career development workshops, including résumé building and interview preparation.
 - Increase student exposure to salon partnerships for job placements and apprenticeships.
 - Expand High School Cosmetology Pathway
- Objective: Further develop the High School Manicuring Program to increase enrollment and career readiness.
 - Action Steps:
 - Promote the 150-hour Cosmetology credit program to high school students and counselors.
 - Partner with local school districts for dual-enrollment opportunities.
 - Offer informational sessions highlighting the career and financial benefits of the new pathway.
 - Facility and Program Expansion
 - Address Space Constraints and Student Needs

- Objective: Improve functionality and comfort within the Cosmetology facility to enhance the learning experience.
 - Action Steps:
 - Redesign the wax room and facial areas for better organization and efficiency.
 - Enhance the student break area for comfort and productivity.
 - Evaluate the feasibility of expanding the facility or reconfiguring classrooms.
 - Introduce Additional Program Offerings

- Objective: Expand curriculum options to align with industry trends and attract a diverse student population.
 - Action Steps:
 - Develop Barbering and Esthetics programs, as suggested by the advisory board.
 - Integrate eco-friendly cosmetology practices into coursework.
 - Add social media marketing and business development as dedicated course components.
 - Improve on-campus salon marketing to increase public engagement.
 - Recruitment and Outreach Strategies
 - Increase Male Enrollment in the Program

- Objective: Broaden outreach to attract male students and diversify the student body.
 - Action Steps:
 - Revamp marketing materials to include male professionals in Cosmetology, Barbering, and Esthetics.
 - Host men's grooming workshops at local high schools to spark interest.
 - Collaborate with barbershops and male grooming professionals to showcase career opportunities.
 - Strengthen Community and Industry Engagement

- Objective: Foster partnerships to enhance program visibility and student opportunities.
 - Action Steps:
 - Develop mentorship programs with local salon owners and stylists.
 - Organize community service events, such as free haircuts for local shelters.
 - Expand social media outreach to highlight student success and job placements.
 - Program Evaluation and Continuous Improvement
 - Enhance Course Content and Student Assessment

- Objective: Keep curriculum aligned with industry standards and student success metrics.
 - Action Steps:
 - Conduct annual curriculum reviews with faculty and advisory board input.
 - Implement more nail service projects to improve student proficiency in nails.
 - Collect graduate feedback to refine course offerings.
 - Monitor student performance data and adjust instructional strategies accordingly.
 - Maintain Academic Rigor and Program Integrity
- Objective: Ensure high-quality education across all modalities.
 - Action Steps:
 - Standardize course assessments to measure competency across locations.
 - Continue faculty development through professional training sessions.
 - Adhere to Kansas State Board of Cosmetology regulations to maintain compliance.
 -
- Conclusion
- This action plan sets a roadmap for sustaining and improving the FSCC Cosmetology Program by focusing on student success, facility enhancements, program expansion, and industry alignment. By implementing these strategies, the program will continue to thrive, serving both students and the local workforce effectively.

SUMMARY REPORT ACADEMIC PROGRAM REVIEW

Date:

Academic Program Report Checklist

Cover Sheet:

- ☐ **Department**
- ☐ **Date of Program Review**
- ☐ **Prepared By**

Introduction to Program

I. Scope

- ☐ **Program Relation to College Mission, Core Values, and Strategic Plan:**
 - ☐ Goals and measurable objectives aligned with college mission.
 - ☐ Strategic plan goals impacted by the program.
- ☐ **Program/Discipline Demand/Need:**
 - ☐ Advisory board meeting minutes (if applicable).
 - ☐ Description of regional demands for the program/classes.
 - ☐ Need for program revision (if applicable).
 - ☐ Rationale and details of proposed program changes.
- ☐ **Program/Discipline Analysis:**
 - ☐ Procedures ensuring up-to-date course content.
 - ☐ Measures ensuring academic rigor and consistency.
 - ☐ Enrollment data by course, credit hours, and grade distribution.
 - ☐ Instructor information (full-time faculty, adjunct faculty, concurrent faculty).
- ☐ **Program Assessment:**
 - ☐ Program outcomes and assessment methods.
 - ☐ Curriculum Mapping Matrix completion.
 - ☐ Process for program and course level assessment.
 - ☐ Findings from outcomes assessment reports since the last review.
 - ☐ Assessment data supporting findings.
- ☐ **CTE Programs Only:**
 - ☐ Program majors/current concentrators.
 - ☐ Unduplicated prior three-year graduates.

- ☐ Third-party accreditation (if any).
- ☐ Additional program needs (facilities, personnel, technology, student support).

II. SWOT Analysis

- ☐ **Strengths:**
- ☐ **Weaknesses:**
- ☐ **Opportunities:**
- ☐ **Threats:**

III. Action Plan

- ☐ **Action Plan:**
 - ☐ List of accomplished action items from the previous review.
 - ☐ Pending/not completed items from the last review with rationale.
 - ☐ Justification for the current action plan.

Recommendation