COURSE CURRICULUM FORM
Cover Sheet

Trades and Professional Services
SCHOOL

Cosmetology (Education Dept.)
DEPARTMENT

CM101 Cosmetology I
TITLE

Sarah Leon Guerrero & Marsha Postrozny, Ed.D.
AUTHOR(S)

11/7/2016
DATE SUBMITTED

Check the action to be taken and have the indicated people sign:

☐ Adoption - all signatories
☒ Substantive Revision - all signatories except President
☐ Non-Substantive Revision - all signatories except President
☐ Archival - all signatories except President
☐ Re-Institution - all signatories except President

	APPROVED BY NAME	APPROVED	DISAPPROVED	DATE	ACTION
DEPARTMENT CHAIR	**Marsha Postrozny, Ed.D.**	☒	☐	11/7/16	NC
REGISTRAR	**Dr. Julie Ulloa-Heath**				
DEAN	**Virginia C. Tudela, Ph.D.**				
LEARNING OUTCOMES COMMITTEE CHAIR	**Tressa Dela Cruz**				
VP, ACADEMIC AFFAIRS	**Dr. R. Ray D. Somera**				
PRESIDENT	**Dr. Mary A.Y. Okada**	☐	☐		

ACALOG
CATALOG MANAGEMENT
APPROVED
AY Catalog AY 2017-2018
Date Approved 05/08/2017

* Indicate if the document had no corrections (NC), was approved with minor corrections (WC), or was disapproved and returned to author (BTA).

This version of the cover sheet facilitates the eventual transition to an all on-line curricula approval process.

CM101_1SR_2017.05.08

Course Review Form

I. TYPE OF ACTION

Check the type of action that applies. If previous Program Approval Form exists, please attach.

A. ☐ **Adoption** (complete sections II through XII)

B. ☒ **Substantive Revision** (attach Course Form, complete sections II through XII)
The numbers listed next to the changes below may or may not require a response; they have been identified as those questions most likely needing to be addressed. The entire program form should be reviewed for applicability.

- ☒ Change in number of credit hours: II, III, IVA, IVD, VI, VII, VIII, XI, X.
- ☐ Change in prerequisite(s) other than prerequisite(s) offered within your department: II, IVD, VII, VIII, IX, X, XI, XII
- ☒ Substantive change in course content: II, IVD, VII, VIII, IX, X, XI, XII
- ☒ Change (addition, revision, etc.) in Student Learning Outcomes (SLOs); attach old and new SLOs.
- ☐ Describe above changes and specify changes not listed above:

C. **Non-Substantive Revision** (attach Course Form).

Check appropriate box:

- ☐ Change in course alpha, number, or title.

   NEW: ALPHA   NUMBER   TITLE

- ☐ Wording change in the catalog course description that does not significantly change the program content (attach old and new wording).

- ☐ Change in the course outline that does not significantly change the Course content (attach old and new course outlines).

- ☐ Change in course prerequisites where both course and prerequisite are offered within your Department (attach old and new prerequisites).

- ☐ Change in maximum number of students allowed in class setting.

- ☐ Change in lab fees.

- ☐ Change in textbook.

- ☐ Other:

D. ☐ **Archival** (attach Course Form, skip sections II through XII)
Justification for program archival:

   Plans and implementation date for phasing out this program:

   Plans for students currently enrolled in the program:

E. ☐ **Re-Institution** (attach Course Form, skip sections II through XII)
Justification for program reinstitution:

   Plans and implementation date for updating program guide (if older than five years)

II.   **INTRODUCTION**

The course is connected to the following program(s): Industry Certification in Cosmetology

Please check appropriate box:
   A.   ☐ This is a CTE course and is aligned with __**Human Services**__ Career Cluster and __**Personal Care Careers Services**__   Career Pathway.

   (See http://www.careertech.org/career-clusters/glance/clusters-occupations.html for more information)

   B.   ☐ This course is part of General Education.

III.   **COURSE DESCRIPTION & STUDENT LEARNING OUTCOMES**

This course description will appear in the College Catalog followed by the Student Learning Outcomes-Course Level.
Course Description:

CM101 Cosmetology 1
The primary purpose of this course is for students to acquire basic manipulative skills in shampooing, haircutting, nail care, and skin care with compliance to infection control and all safety operations in order to obtain licensure and competency in entry-level positions required in the field of cosmetology. Work habits and desirable attitudes are necessary to obtain minimum competence needed for entry level positions in the field of cosmetology. Students are to complete a total of 450 hours in class and salon practices under the supervision of a licensed cosmetologist.

If the description above is a revision, attach a copy of the current catalog page(s) to be revised.
Catalog Year: **SY2015-2016**   Page number:Online Archived Catalog
Graduates of this program will be able to demonstrate and employ the skills needed to work in a variety of cosmetology-related occupations, such as an esthetician, salon owner, nail specialist, hair color specialist, and makeup artist. They will be able to generate the knowledge and illustrate the skills required to pass the National-Interstate Council of State Boards of Cosmetology Practical Examination. They will also be able to apply affective interpersonal skills and practice professional ethics needed to succeed in this profession.

THE INDUSTRY CERTIFICATION IN COSMETOLOGY PROGRAM OFFERS STUDENT OPPORTUNITIES TO DEVELOP THE SKILL, KNOWLEDGE, ATTITUDES AND LEADERSHIP QUALITIES REQUIRED TO MEET LICENSURE STANDARDS OF THE GUAM BOARD OF COSMETOLOGY. THROUGH LECTURES, DEMONSTRATIONS AND LAB PRACTICE, STUDENTS COMPLETE A MINIMUM OF 1800 HOURS IN THIS FOUR-SEMESTER PROGRAM. A GRADE OF "C" OR HIGHER IS REQUIRED IN ALL THEORY AND LABORATORY COURSES FOR THE INDUSTRY CERTIFICATION IN COSMETOLOGY.STUDENT LEARNING OUTCOMES – COURSE LEVEL (LIST 3-5)

Upon successful completion of this course, students will be able to:
1.   **Perform basic analytical skills to determine the desired look for a client's haircuts, facials, manicures, and pedicures.**

2.   **Deliver effective communication skills, visual poise, and proper sanitation during basic haircuts, facials, and manicure services.**

3.   **Adhere to The Guam Board of Cosmetology's Rules and Regulations while performing**

cosmetology services.

    ☒ These SLOs can be measured and learning is demonstrated.

    ☒ These SLOs aligned to States' Career Cluster Initiatives (SCCI) (www.careertech.org/) standards.

IV.   **RATIONALE FOR PROPOSAL**

If this course is connected to a program, answer A – E. If this course is not connected to a program, answer A-D.

A.   Reason this proposal should be adopted in light of the College's mission statement and educational goals
Guam Community College is mandated to provide career and technical education to meet the needs of Guam's workforce. This course develops the knowledge and expertise of those interested in entering the workforce as a licensed cosmetologist.

B.   An assessment of industry or community need
An interest survey was developed and administered to a sample of 50-100 students enrolled in each of Guam's public high schools and also was administered online to GCC post-secondary students. Results from Fall 2016 show that 310 students are currently interested in obtaining certification in the field of cosmetology. Names and contacts of students were recorded to ensure no duplication of data.

C.   Conformity of this course to legal and other external requirements. Include articulation agreements, Guam State CTE requirements, accrediting agency standards, State Board regulations, professional certification or licensing requirements if applicable.
Course complies with all standards, rules, and regulations established by the Barbering and Cosmetology Act of 2010 (P.L. 30-152).

D.   Results of course and course guide evaluation.
The Barbering and Cosmetology Act of 2010 (P.L. 30-152) requires a minimum of 1600 contact hours to: (1) be eligible to take the Board Exam, (2) obtain a cosmetologist license, and/or (3) obtain a manicurist license upon completion of 350 hours. This course will assist students in obtaining hours which will count towards these goals.

Upon review of assessment data compiled and Advisory Committee concerns, substantive revisions of the GCC cosmetology program was made. This will enable the college to meet our commitment to educate and lead in workforce development within the Pacific region.

In order to make the program more cost effective for GCC, the credits for this course will increase from 5 to 10 total credits. One credit usually counts as 15 classroom contact hours. The total contact hours required under direct supervision of an instructor is 450 Note that a licensed instructor According to P.L. 30-152 '*There shall be no more than twenty (20) students present for each instructor. All students and student instructors shall be under the supervision of a licensed instructor throughout the entire course of instruction*.'

The department received review copies of PIVOT Point textbooks, material, and online products. On 1/12/17 a webinar was conducted by Pivot Point which presented an array of online resources that are available. The big drawback of this is that it would take instructors between 6-8 weeks to set up. Printed material and textbooks from Pivot Point and Milady were review by the DC and Cosmetology Advisory members. After comparing both, four advisory members recommended to continue using Milady as the required curricula. Several reasons for this decision were cited: (1) the language used by Milady is more traditional, (2) Pivot Point recommends instructors attend their own specialized training in order to utilize their material, (3) Milady is used by the majority of cosmetology schools and has been around for over 80 years, and (4) Milady has a longer history in helping prepare students to pass NIC's exams. One member suggested using Pivot Point material as an instructor resource for students in order to have exposure to other terminology and techniques used in the field.

E.   Program requirements (associate degree, certificate, diploma) served by this course
This course leads to an Industry Certification in Cosmetology.

V.   **RESOURCE REQUIREMENTS AND COSTS (PENDING AVAILABILITY OF FUNDS)**

A.   Resources (materials, media, equipment and LRC) and costs
Textbooks, classroom equipment and shop furniture:

Milady's updated DVD course series/ DVD players.
(20) Portable DVD players.
(20) Adjustable mannequin stands.
(20) Accessory drawers.
(2) 42" HD flat screen TV
(2) Instructor desktop computers
(2) Instructor laptop computer or electronic tablet
(4) Whiteboards
(1) Audio/visual presenter

(4) facials tables with (4) facial steam/cleaning machines, (4) technician chairs and (4) portable trolleys for product/service use.
(6) manicure tables with (6) technician chairs and (6) hi-back client chairs.
(4) facial makeup chairs with station/storage.
(3) pedicure/whirlpool spas with (3) product/service trolleys and (3) technician chairs.
(3) portable foot spas with (3) technician chairs and (3) product/service trolleys with (3) hi-back client chairs.
(4) barber styling chairs with (2) safety mats and (2) barber stations.
(12) hydraulic styling chairs with (20) safety mats and (20) styling stations with mirrors/equipment storage.
(4) cosmetic makeup chairs with product/service tables with makeup and unwanted hair removal product storage.
(20) personal student storage/lockers.

B.   Personnel requirements (administrative, instructional and support staff) and costs
Board licensed cosmetology instructors
Two licensed cosmetology instructors required (times to be split) due to the total number of hours each student must complete (450 contact hours each fall and spring semester).

C.   Facility requirements and costs

A growth budget was requested as part of FY2018's budget. The President identified Bldg. A, rooms A6, A7, A8, and A9 to be renovated, equipped and used for the Industry Certification in Cosmetology program courses. Room design was already completed with input from the Cosmetology Advisory Committee members, previous instructors, and Planning and Development. Costs for equipment are estimated to total 50k.

Remodeling needs to be completed in order to start program.
The reception area, waiting area with sofas, lockers, styling chairs, and four sinks will be located in A6.
Plans for A7 refurbishing include the installation of four wall mounted shampoo stations , three pedicure spa stations, four barber stations, six manicure tables, and four sinks. Additionally, access to water and power needs to beprovided to support a washer/dryer .
A8 will contain four facial beds with trollies (each bed area needs portable dividers on ceiling tracks), one changing room, four makeup stations, and two sinks.
A9 will be used for instructional purposes and have three tables (each enough room to sit six students), countertops for mannequins and storage to seat a total of 12 students, a whiteboard, and one sink.

An MOU between the College and Mariacy Beauty Academy was signed by both parties in May 2016 (see attached) allocating 500 clock hours for each student enrolled at Mariacy's facility. This MOU states that payment terms will be agreed upon by both parties once the student transcripts evaluation process is completed by the Laboratory Site.

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D. Funding source(s)
   Local funding is expected for startup costs. A Growth Budget for FY18 was submitted.

E. Impact, financial or otherwise, this course may have on the School/College
   In AY2015-2016, bldg. 100 was deemed unsafe to hold classes, so GCC had to rent space at EM Chen Bldg. in Barrigada. Due to mold and damage from bldg. 100, many items had to be surveyed out including many supplies with expiration dates. Additionally, the lack of storage space at Secure Self Storage in Harmon, limited the amount of equipment and supplies that could be stored; therefor new equipment and supplies must be purchased.

F. With the proposed revisions to this course, is the change meeting the program requirements for Title IV Federal Student Aid requirements as designated in Curriculum Manual page 31.
   ☒ Yes   ☐ No   Comments:

VI.   IMPLEMENTATION SCHEDULE

A. Implementation date: **Fall 2017**
   * Document must be approved by the <u>second week of March</u> to be effective for the following fall semester OR the <u>second week of October </u>to be effective for the following spring semester.
B. Course Offering: **Fall semester or as needed.**

VII.   COURSE DESCRIPTION

A. Course:
   Alpha: **CM**
   Number: **101**
B. Course Title(s):

Long Title: Cosmetology I
Abbreviated Title (30 characters maximum):   **Cosmetology I**

C. Contact Hours and Number of Students
Maximum Number of
Students: **20 (As per The
Barbering and Cosmetology
Act of 2010 (P.L. 30-152)
§18128 Schools; License.
states "There shall be *no more
than* twenty (20) students
present for each instructor."**
Schedule Type:
☐ Clinical:
☐ Co-op:
☐ Hybrid (Lecture & Online):
☒ Lab: 450
☐ Lecture:
☒ Lecture/Lab: **450
combined**
☐ Online:
☐ Practicum:
Instructional Method:
☐ Distance Learning
☐ Hybrid
☐ Mediated
☐ Non-Traditional
☐ Online
☒ Service Learning **(no more
than 30 hours)**
☒ Traditional
Total Hours: **450**

D. Number/Type of Credits
Carnegie Units: per semester
Credits: **10**   per semester
E. Prerequisite(s) **none**
F. Co-requisites(s) **none**
G. Articulation
Secondary Programs/Courses: **none**
University of Guam: **none**
Others:
H. Target Population: **Individuals seeking a GCC Industry Certification in Cosmetology. This course meets part of the requirements for individuals to qualify for the Guam Board of Cosmetology licensure exam.**
I. Cost to Students (specify any fees): **Current tuition, registration fees, books, a dress code (black sleeved-shirt , black pants, and closed-toed shoes).The currently published lab fee of $146 per lab credit still stands.**

VIII. COURSE DESIGN (INSTRUCTIONAL METHOD E.G. DISTANCE LEARNING, MEDIATED, NON-TRADITIONAL, ONLINE, TRADITIONAL)

This course provides students the opportunity to practice and apply techniques and theory acquired through the student learning outcomes. The course design includes instructor demonstration, guest speakers, use of visual aids, practice on mannequins and clients/classmates, field trips, and possible service learning activities related to the field of cosmetology. The lab activities are individualized and students will perform tasks simultaneously and/or at different intervals. The students will perform these competencies in a laboratory/salon environment open to the general public for cosmetology services which will be rendered for a fee. The students will experience simulated employment under supervision as a cosmetologist. Students will be required to use their approved cosmetology tool kit and uniform to perform all laboratory tasks totaling 450 clock hours.

IX. COURSE OUTLINE

    1.0 ORIENTATION

    2.0 INFECTION CONTROL, SAFETY, AND SANITATION

    3.0 SALON BUSINESS & SUCCESS IN THE FIELD

    4.0 NAIL CARE

    5.0 SKIN CARE AND HAIR REMOVAL

    6.0 PROPERTIES OF THE HAIR AND SCALP

    7.0 DRAPING/ SHAMPOOING, RINSING AND CONDITIONING

    8.0 HAIRCUTTING

    9.0 ELECTRICITY AND LIGHT THERAPY

    10.0 PROFESSIONAL LEARNING COMMUNITY

    11.0 PROFESSIONAL IMAGE

X. STUDENT LEARNING OUTCOMES - DETAILED (based on Course Outline)

Upon successful completion of this course, students will be able to:

1.0 Orientation

    1.1 Discuss/comply with the role of the Guam Board of Cosmetology's rules and regulations which governs the Cosmetology profession.

    1.2 Apply rules of school conducts specified in the student handbook during theory and lab contact hours.

    1.3 Apply safety and shop behavior rules specified in the student handbooks during theory and lab contact hours.

    1.4 List the career opportunities available to a licensed cosmetologist.

2.0 Infection Control , Safety and Sanitation

    2.1 Apply state laws and rules and the difference between them.

2.2 List the types and classification of bacteria.

2.3 Define hepatitis and HIV and explain how they are transmitted.

2.4 Explain the differences between cleaning, disinfecting, and sterilizing.

2.5 List the types of disinfectants and how they are used.

2.6 Discuss Universal Precautions.

2.7 List the responsibilities of a salon professional.

2.8 Describe how to safely clean and disinfect salon tools and equipment.

3.0 Salon Business and Success in the Field

3.1   Getting Started

3.1.1 Explain the principles that contribute to personal success.

3.1.2   Explain the concept of self-management and create a mission statement.

3.1.3   Explain how to set short-term and long-term goals.

3.1.4   Discuss the most effective ways to manage time and describe good work habits.

3.1.5   Define ethics.

3.1.6   List the characteristics of a healthy, positive attitude.

3.2 Communicating for Success

3.2.1   Explain and demonstrate the golden rules of human relations and effective communication.

3.2.2   Conduct a successful client consultation/needs assessment.

3.2.3 Discuss and demonstrate the open lines of communication with coworkers.

3.3 Salon Business

3.3.1 Identify and discuss two options for going into business for yourself.

3.3.2 Identify and discuss the responsibilities of a booth renter.

3.3.3 List and explain the basic factors to be considered when opening a salon.

3.3.4 Distinguish the types of salon ownership.

3.3.5 Identify the information that should be included in a business plan.

3.3.6 Demonstrate the importance of recordkeeping.

3.3.7 Demonstrate the elements of successful salon operations.

3.3.8 Explain why selling services and products is a vital aspect of a salon's

   success.

4.0   Nail Care

4.1   Identify the four types of nail implements and/or tools required to perform

   manicure/pedicure.

4.2 Discuss the difference between reusable and disposable implements.

4.3 Discuss and demonstrate the importance of hand washing in nail services.

4.4 Explain and demonstrate why a consultation is necessary each time a client has a service in the salon.

4.5 Identify and demonstrate the five basic nail shapes for women.

4.6 Name the most popular nail shape for men.

4.7 List and demonstrate the types of massage movements most appropriate for hand/and arm and foot massage.

4.8 Explain the difference between a basic manicure and a spa manicure.

4.9 Describe how aromatherapy is used in manicuring services.

4.10 Explain the use and benefits of paraffin wax in manicuring.

4.11 Name the correct cleaning and disinfection procedure for nail implements and tools.

4.12 Demonstrate a proper setup for the manicuring table.

4.13 List the steps in the post service procedure.

4.14 List the steps taken if there is an exposure incident in the salon.

4.15 List the steps in the basic manicure to include examination of hands and nails.

4.16 Describe the proper technique for the application of nail polish.

4.17 Describe the procedure for a paraffin wax hand treatment before a manicure.

4.18 Prepare, apply, and remove nail polish including top or seal coats.

4.19 Soften cuticles, apply remover, loosen cuticle, and remove cuticle with pusher.

4.20 Bevel nails.

4.21 Repair a split nail.

4.22 Apply hand lotion and oils.

4.23 Prepare nails for application and removal of artificial nails.

4.24 Capfragile nail tips and reattach broken nail tips.

4.25 Give an electric manicure.

5.0 Skin Care and Hair Removal

5.1 Explain and demonstrate the importance of skin analysis and client/ consultation.

5.2 Identify the contraindications and the use of health screening forms, to safely perform facial treatments.

5.3 List and describe various skin types and conditions.

5.4 Identify and describe different types of products used in facial treatments.

5.5 Explain and perform a client consultation.

5.6 Identify the various types of massage movements and their physiological effects.

5.7 Explain and demonstrate the basic types of electrical equipment used in facial treatments.

5.8 Describe the basic concepts of electrotherapy and light therapy techniques.

6.0 Properties of Hair and Scalp

6.1 Explain the two most important requirements for scalp care.

6.2 Identify and demonstrate how to treat scalp and hair that are dry, oily, or dandruff ridden.

6.3 Explain and demonstrate the role of hair brushing to a healthy scalp.

6.4 Discuss the uses and benefits of the various types of shampoo.

6.5 Discuss the uses and benefits of the various types of conditioner.

6.6 Explain and demonstrate the appropriate draping for a basic shampoo and draping for a chemical service.

6.7 Demonstrate the three-part procedure and explain why it is useful.

7.0 Draping/ Shampooing, Rinsing and Conditioning

7.1 List and describe steps for a plain shampooing procedure to include draping, rinsing and conditioning.

7.2 List and describe types of shampoos and conditioners.

8.0 Haircutting

8.1 Identify and demonstrate reference points on the head form and understand the role in haircutting.

8.2 Define and demonstrate angles, elevations, and guidelines.

8.3 Identify and demonstrate the factors involved in a successful client consultation.

8.4 Explain the use of the various tools of haircutting.

8.5 Name three things you can do to ensure good posture and body position while cutting hair.

8.6 Explain and demonstrate mastery of the blunt haircutting.

8.7 Explain and demonstrate the mastery of the graduated, 45 degree elevation

haircut style.

    8.8 Explain and demonstrate master of the uniform layered (90-degree) haircut.

    8.9 Explain and demonstrate mastery of a men's basic clipper cut.

9.0 Electricity and Light Therapy

    9.1 Explain the principles of electrical equipment and safety precautions for each type.

    9.2 Define the electric modalities used in cosmetology.

    9.3 Discuss and explain electromagnetic radiation and visible spectrum of light.

    9.4 Describe the types of light therapy and list at least two benefits for each type.

10. Professional Learning Community

    10.1 Define professional learning community within the context of professional cosmetologist.

    10.2 Discuss how professional learning communities may help improve programs, strengthen business, invigorate community support, and increase clientele.

    10.3 Interact with classmates by exchanging information, ideas, and opinions, in a professional manner

110 Professional Image

    11.1 Identify and apply personal hygiene.

    11.2 Explain and practice the concept of dressing for success.

    11.3 Demonstrate an understanding of ergonomic principles and ergonomically

        correct postures and movements.

XI.   MEANS OF ASSESSMENT AND CRITERIA FOR SUCCESS

Students must demonstrate each student learning outcome and achieve a 75% competency level to receive a passing grade of "C" which is satisfactory. If a student receives a rating below 75% and/or needs improvement, the student will be required to repeat the course in order to obtain the required (450) clock hours. Students may not miss more than 50 hours during the semester. This lecture/lab course provides the student with an opportunity to acquire the skills and knowledge needed to meet the standards of the Guam Board of Cosmetology. A student will acquire this knowledge through direct instruction, demonstration and practical performance. Documentation provided by Milady Standard Cosmetology Course Management Guide will record competence on progress and competency performance checklists. In Spring 2017, the GCC Cosmetology Advisory Committee members reviewed Pivot Point and Milady, comparing both for applicability to the classroom setting. It was determined that Milady will be adopted with Pivot Point used only as an instructor resource. (See minutes below). Student progress in this course will encompass the following elements:

    1. **Competency Task: A general description of the task to be performed by the**

        student.

    2. **Student Preparation: A statement of the required preparation of necessary**

supplies and implements, sanitary/safety measures and work station set-up.

3. **Client Preparation:** Any sanitary/safety, or comfort measures required to protect the client and his/her clothing. Any work needed to prepare the client for the services.

4. **Performance Criterion:** A description of the quality standards to be used in evaluating student performance of the task. The standards describe the minimal competence acceptable for an entry-level cosmetologist. As stated in the cosmetology Laws and Regulations, Passing Score: A grade of not less than 75% shall be a passing score for any part of the examination.

XII. TEXTBOOK REFERENCE, EQUIPMENT AND SUPPLIES

A. Required Textbook(s)

Milady Standard Cosmetology (13th Edition). Albany, New York: Milady Publishing Co. ISBN: 9781285769431
Textbooks are available from: Cengage or Milady's Publishing Company, Division of Del Mar, 220 White Plains Road, Albany, New York 1059.

B. Reference(s) and Bibliography
The National-Interstate Council of State Boards of Cosmetology, Inc. https://nictesting.org/

Milady's Course Management Guide.

Milady's Standard Cosmetology Theory Workbook: Clifton Park, NY: Thomson Delmar Learning. ISBN: 9781285769455

Milady's Standard Cosmetology Practical Workbook: Clifton Park, NY: Thomson Delmar Learning. ISBN: 9781285769479

Milady Standard Barbering (2016). Boston, MA: Cengage. ISBN: 978-1-3051-0055-8

Pivot Point Website: http://www.pivot-point.com/experience/salon-fundamentals/salon-fundamentals-cosmetology.html

Pivot Point Fundamentals Life Skills (2016) Chicago, IL: Pivot Point International, Inc. ISBN: 978-1-940593-40-1

Pivot Point Fundamentals Hair Design (2016). Chicago, IL: Pivot Point International, Inc. ISBN: 978-1-940593-45-6

Pivot Point Fundamentals Long Hair Design (2016). Chicago, IL: Pivot Point International, Inc. ISBN: 978-1-940593-46-3

Pivot Point Fundamentals Cient-Centered Design (2016). Chicago, IL: Pivot Point International, Inc. ISBN: 978-1-940593-43-2

Pivot Point Fundamentals Nails (2016). Chicago, IL: Pivot Point International, Inc. ISBN: 978-1-940593-51-7

Pivot Point Fundamentals Skin (2016). Chicago, IL: Pivot Point International, Inc. ISBN: 978-1-940593-50-0.

Pivot Point Fundamentals Wigs & Hair Additions (2016). Chicago, IL: Pivot Point International, Inc. ISBN: 978-1-940593-47-0

Pivot Point Fundamentals Perm & Relax (2016). Chicago, IL: Pivot Point International, Inc. ISBN: 978-1-940593-49-4

Pivot Point Fundamentals Sicence (2016). Chicago, IL: Pivot Point International, Inc. ISBN: 978-1-940593-41-8

Pivot Point Fundament al Business (2016). Chicago, IL: Pivot Point International, Inc. ISBN: 978-1-940593-42-5

C. Equipment/Facilities
   Four (4) facials tables with (4) facial steam/cleaning machines, (4) technician chairs and (4) portable trolleys for product/service use.
   Six (6) manicure tables with (6) technician chairs and (6) hi-back client chairs.
   Three (3) pedicure/whirlpool spas with (3) product/service trolleys, (3) technician chairs and (3) hi-back client chairs. Two (2) hair removal chairs with trolly, hot wax machines.
   Three (3) portable foot spas with (3) technician chairs and (3) product/service trolleys with (3) hi-back client chairs.
   Two (2) barber styling chairs with (2) safety mats and (2) barber stations.
   Twenty (20) hydraulic styling chairs with (20) safety mats and (20) styling stations.
   Two (2) cosmetic makeup chairs with a secure product/service table with
D. **makeup and hair removal warmers with product/storage.**Instructional Supplies
   Books, pens, pencils, classroom supplies, Milady's Standard Cosmetology Course Management Guide, computers and printer. Professional product and cosmetology tools.
   Learning Resource Center (Library)

E. Has the Advisory Committee reviewed and concurred with the materials, content, and assessment used for this course?
   ☒   Yes, include Advisory Committee minutes
   ☐   No

   Comments: See minutes below.

I. Meeting was held electronically by M. Postrozny from 1/10 – 1/27/17

II. Attendance & Introductions: Members who actively participated included Ines Bukikosa, Janice Baker, Rena Chang, Dion Lizama, Marsha Postrozny, and Guest: Melissa Goldman, Director International Business Dev., Pivot Point.

III. Participation in Pivot Point webinar and follow up links: Marsha Postrozny and Janice Baker

IV. Reviewed/compared Pivot Point materials (online and in print) and voted whether or not to adopt for new Cosmetology program. After phone, email and face to face discussions, four members voted to require Milady curricula for students. One member suggested that Pivot Point be used only as an instructor resource. Reasons for decision included cost, difficulty/time involved in setting up websites, the fact that Milady has been around longer and uses more traditional/standard terminology, and Milady has longer history in preparing students for the national exams.

V. The consensus was to keep the required books as cited in curricula that was reviewed during the last advisory meeting (held on November 7, 2016) which was Milady listing Pivot Point as an instructor resource.

VI. Questions: M. Postrozny asked (during live webinar) how long it usually takes for an instructor to set-up online class material. Answer: 6-8 weeks.

VII. Open Discussion: J. Aguon stated that Pivot Point uses entirely different terminology and material for teaching several of the concepts. For example, instead of hair cutting they use hair sculpting. Both J. Aguon and I. Bukikosa stressed that it may be difficult to find instructors who are familiar with the newer terms and methods of Pivot Point. J. Aguon said she paid over 8k to attend training before she felt comfortable using it. R. Chang and D. Lizama concurred. Furthermore, D. Lizama stated that Milady worked well and he is an alumni of GCC's former Cosmetology program.

Minutes prepared by M. Postrozny

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VIII.   Meeting was called to order by M. Postrozny at 9AM

IX.   Attendance & Introductions: Members present included Ines Bukikosa, Janice Baker, Rena Chang, Renee Perez, Pete Perez, Loren Quitano, Marsha Postrozny, Sarah Leon Guerrero, and Tara Pascua.

X.   Reviewed and Update Advisory Membership Info and Approval of Minutes from last meeting (2/29/16).

XI.   Discuss ways to obtain proof of job openings in industry – Tabled

XII.   History: I. Bukikosa shared the history of the program and the way the program ran, curricula, etc. in the past.

XIII.   Make edits/revisions to design plans for A6, A7, A8, and A9 and equipment/supplies

- All chairs should be durable and sturdy.
- Public health requires one sink for every three stations.

A6: The four styling/Barber chairs against wall will be styling stations only (switched from A7), the eight styling units in middle will be for only styling, the instructor desk should be lockers for storing personal equipment, and there needs to be four sinks.

A7: The four styling stations will move to A6 and will be replaced with four barber stations, add one more shampoo bowl to total four, and there must be four sinks.

A8: This should be considered a quiet room. Add an instructor desk and portable dividers on ceiling tracks between each bed. There needs to be two sinks.

A9: It's fine without modifications.

XIV.   Vendor List
Vendor Veeco: Choose hydraulic chair (decide on star or round base) – Discussion ensued and members stressed the importance of having a round, heavy base. Three barber chairs, 12 styling chairs, 8 double mirror stations, 4 makeup stations, 4 backwash units – make sure it is wall mounted so that instructor stands on side, 3 pedicure units, 6 black task chairs with arms,

4 sterilizer cabinets and 1 UV sanitizer replacement, 1 reception desk, 1 retail display, and delete Salon Facial/Tattoo Bed and skin care machine.

XV.   Questions:
1.   What is the most predominant national/international association for cosmetologists and most recognized code of ethics/conduct? – tabled

2.   What is difference between barber and cosmetologist? Barbering only specialized in hair whereas the cosmetologist needs to know more. I. Bukikosa recommended that the program should have a barber also teaching.

3.   1600 required for license – GCC's program will total 1800 (450 hours each semester for four semesters total)
350 hrs. for manicurist license – Why not require 350 hours instead of 110 on Breakdown of Contact Hrs form?
Discussion followed and M. Postrozny showed new program plan where students can exit after the second semester to apply to take just the manicurist exam if desired. All members were in favor of increasing the hours needed for Manicure/Pedicure on the GCC Program Cosmetology Contact Hour Sheet to total 350.

4.   When does the Board offer exams and what does each student need? - tabled

5.   Why is the grading scale in this format? -tabled
Number Value
A=4 94-100%   (E) Excellent
B=3 85-93%   (G) Good
C=2 75-84%   (S) Satisfactory
D=below 2 0-74%   (D) Needs Improvement
F 0-64%
6.   For the main course SLOs and catalog descriptions should we use the term manicure/pedicure OR nail services? R. Perez and I. Bukikosa suggested that we use the term nail technician.

XVI.   Curricula Review
A.   Reviewed recommendations from RIF Committee Report (3/4/16)
B.   Industry Certification in Cosmetology Program Guide
C.   CM101 Cosmetology I (10 credits, 450 clock hours, $250 lab fee)
D.   CM102 Cosmetology II (10 credits, 450 clock hours, $250 lab fee)
E.   CM104a Cosmetology III (5 credits, 450 clock hours, $500 lab fee)
F.   CM104b Cosmetology IV (5 credits, 450 clock hours, $500 lab fee)

After lengthy discussion, all members were in agreement with program/curricula changes; however they did not agree with running the program every other year but rather continuously. For our growth budget we will be requesting three full time faculty (licensed

cosmetologists and/or barbers, nail technicians) and also adjuncts will also have to be hired.

XVII.   New Business – tabled all except Contact Hour Form
A. Job Openings
B. Changes in Industry
C. Update Cosmetology Student Handbook Rules and Regs
D. GCC Cosmetology Performance Review form
E. Contact Hour Form – Committee members approved to increase Manicure/Pedicure hours to 350 so that students may be eligible to take the Board exam for manicurist license after completing CM101 and CM102.

XVIII. Announcements/Events and Service Learning
GCC's ACCJC accreditation visit, Spring 2018
Assessment Update: Post-Secondary in Summary/Report phase
Secondary in Data Collection phase

XIX.   Open Discussion:
A. P. Perez urged us to include someone from Public Health on our advisory committee and all members are not satisfied with the requirement of one sink per three stations. The members believe this is excessive and too costly.
B. Advisory also recommend checking with the law or Public Health if wall mounted or roller hair dryers are considered a "station" as part of the one sink to three stations requirement.
C. M. Postrozny shared that a future goal would be to develop a cosmetology program for the secondary students.
D. I.Bukikosa stated that GCC should also offer students shorter classes just targeted in esthetician training, nail technician training, barbering, etc. M. Postrozny mentioned that this can still be done via C.E. but for now the focus is keeping it simple with the Industry Certification in Cosmetology only with option to get Manicurist License since its easy meet the 350 hours for manicure/pedicure skills verses 600 needed for esthetician.
E. R. Perez suggested members be emailed the updated quote from vendor to review when ready. DC will email it as soon as quote is adjusted with info gathered from meeting today.
F. All members were in agreement that there should be at least three FT faculty members in addition to adjuncts. They stressed (as in the last meeting) that the program be continuous and not offered by cohort.

XX.   Wrap Up: Meeting was adjourned at 10:40AM

Minutes prepared by M. Postrozny

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