

PROGRAM REVIEW
Southern West Virginia Community and Technical College
Board of Governors

Program with Special Accreditation Program without Specialized Accreditation

Program: A.A.S. Salon Management/Cosmetology 11/15/2014
Degree and Title Date

INSTITUTIONAL RECOMMENDATION

The institution is obligated to recommend continuance or discontinuance for each program reviewed and provide a brief rationale for its recommendation.

- 1. Continuation of the program at the current level of activity without corrective action;
- 2. Continuation of program with corrective action (specify required action - e.g., reducing the range of optional tracks or other corrective action);
- 3. Identification of the program for further development;
- 4. Development of a cooperative program with another institution or sharing of courses, facilities, and/or faculty, and the like;
- 5. Discontinuance of the program in accordance with provisions of the West Virginia Council for Community and Technical College Education, Title 135, Procedural Rule, Series 11, *Degree Designation, General Education Requirements, New Program Approval, and Discontinuance of Existing Programs.*

Rationale for Recommendation:

The Associate in Applied Science Salon Management/Cosmetology degree program meets or exceeds all the standards for a viable program as set forth by the West Virginia Council for Community and Technical College Education. The program meets the educational requirements for licensure in the State of WV as determined by the WV Board of Barbers and Cosmetologists.

<i>Stephanie Mauts</i>	11/15/2014
Signature of person preparing report if other than Division Head	Date
<i>Steven Hall</i>	<i>12/15/14</i>
Signature of Division Head	Date
<i>Robin Leach</i>	2/23/2015
Signature of Vice President for Academic Affairs and Student Services	Date
<i>Joanne Jaeger Tomblin</i>	<i>3/30/15</i>
Signature of President	Date
<i>Thomas A. Howard</i>	<i>4/21/15</i>
Signature of Chair, Board of Governors	Date

Southern West Virginia Community and Technical College
Division of Healthcare and Business Programs
Salon Management and Cosmetology, Associate in Applied Science

Program Review Summary

A. Adequacy

- The curriculum requirements meet the standards of the West Virginia Board of Barbers and Cosmetologists.
- The program is adequately staffed with qualified faculty.
- Graduate job placement within their field of study has been successful.
- The graduates consistently have high passage rates on certification examinations.
- An advisory committee is actively involved in the program.
- The assessment system ensures that the student has attained the proper educational objectives.

Conclusion: The program meets and exceeds the minimum adequacy requirements.

B. Viability

- The number of students graduating from the program is acceptable and is expected to continue through the next assessment period.
- The program has the benefit of exceptional support and involvement from area community and salon industry.
- The entrance requirements meet the standards of Southern West Virginia Community and Technical College
- Technology has been incorporated in the classroom/lab setting suitable to this course of study.

Conclusion: The program meets minimum requirements for viability as a major.

C. Necessity

- The program meets both an educational and employment need in the service area as well as the nation.

Conclusion: The program is a necessary program.

D. Consistency with Mission

- The program supports the mission and vision of the institution.

Conclusion: The program is consistent with the Mission of the College.

Program Review
Southern West Virginia Community and Technical College
Programs Without Specialized Accreditation
2014-2015

Program Title: Salon Management/Cosmetology Associate in Applied Science

I. PROGRAM DESCRIPTION:

The Salon Management/Cosmetology Program provides students with the knowledge and skills necessary to confidently enter the cosmetology industry. Upon completion of the program, students will be eligible to take the examination administered by the WV State Board of Barbers and Cosmetologists (Board), provided all eligibility requirements are met.

The Salon Management/Cosmetology Program requires 60 total hours. The program exceeds the 2,000 clock hours required by the Board. The program is available at the Logan Campus; however, some of the program's required courses have been developed and delivered as web-based courses and may also be offered as in-class sessions on additional campuses. Some of the courses may also be delivered via the Interactive Classroom, enhancing their availability at all of Southern's locations.

Knowledge and skills gained through this degree program typically prepare students for several occupations, some of which include:

DOT Code	Description
332.271-010	Cosmetologist
332.271-018	Hairstylist
330.371-010	Barber
331.674-010	Manicurist

II. SPECIALIZED ACCREDITATION INFORMATION

This program does not have any specialized accreditation information. The program does, however, meet WV State Board of Barbers and Cosmetologists curriculum requirements, rules, and regulations.

III. **PROGRAM STATEMENT on Adequacy, Viability, Necessity, and Consistency with College Mission.**

A. **Adequacy:**

1. **Curriculum:**

The curriculum for the Salon Management/Cosmetology associate in applied science degree program currently consists of 60 credit hours. The current program includes 24 hours in a general education and business core, and 36 hours in program specific major courses. Both core support courses and major courses are delivered in a variety of methods, including in-class sessions, interactive video and online formats. The program began in 2007 as a cohort program, and students were enrolled every other year. This was revised to admit students on an annual basis each Fall semester to accommodate the number of students seeking enrollment in the program.

The WV State Board of Barbers and Cosmetologists revised the curriculum for educational programs in the state of WV as of August 29, 2012. The new Universal Program included the following changes:

- Professional Development
- Effective Communication
- Human Relations
- Business Management/Ownership
- State Law
- Sanitation in the Licensed Facility
- Sanitation Processes and Guidelines
- First Aid
- General Infection Control

These curriculum changes were implemented and the Salon Management/Cosmetology program curriculum was revised to meet this new requirements.

In addition to the above revisions, program coursework includes in-depth study involving practical applications of hairdressing and cosmetology where theoretical and hands-on learning experiences are utilized. The additional business courses within the program serve to further expose students to business management fundamentals, helping to expand each student's opportunities for employment and advancement. The full Salon Management/Cosmetology program is available at the Logan Campus location. Support courses are available at other campus locations and via online courses.

Curricular requirements are broken down over four semesters (a two-year period) with 15 credit hours per semester. For curriculum details, see Appendix I.

2. Faculty:

The Salon Management/Cosmetology program uses both full-time faculty members and qualified adjunct-faculty within each discipline to teach both general education and major courses. Program faculty member(s) are in the Division of Healthcare and Business Programs. The program maintains two full-time faculty positions and are filled by licensed cosmetology instructors.

For additional information on qualifications of the faculty members, see faculty data sheets in Appendix II.

3. Students:

a. Entrance Policy:

The Salon Management/Cosmetology A.A.S. program is an open-admission program in accordance with the open-door admissions policy of Southern West Virginia Community and Technical College. Any prospective student with a high school diploma or GED may take classes at Southern and may enroll in this degree program. Currently, students are admitted into the program as a cohort every year. When the program began in 2007, students were admitted as a cohort every other year.

b. Exit Abilities:

Upon completion of the degree requirements, students will have gained the knowledge and skills necessary to confidently enter the cosmetology industry. Upon graduation, students will be eligible to take the examination administered by the WV State Board of Barbers and Cosmetologists (Board), provided all eligibility requirements are met.

Specific abilities and goals of Salon Management/Cosmetology program graduates include:

- apply critical thinking to integrate current scientific principles/technology to advanced studies in the field of cosmetology in an effort to stay current in an ever changing profession
- build a solid foundation of educational and technical skills required to master the techniques used in the profession while motivating the

student to develop all of their artistic skills and communicate effectively with those they serve

- pursue professional development through self-study, continuing education, and advanced studies in the field of cosmetology
- meet or exceed all state licensing requirements and national skill level requirements

4. Resources

a. Financial

The program receives an annual budget dedicated to meeting the program's needs. As noted from the available budgets during this review period, resources have been minimal. The Salon Management/Cosmetology program also obtains revenue from services provided to the public in the on-campus Salon Clinic. Although limited, the financial support has been adequate to cover any necessary needs for the program. (See Appendix III)

b. Facilities

Students in this program utilize a fully functioning clinic/laboratory that is set up as a cosmetology salon in order to obtain practical skills and abilities related to the profession. The Cosmetology clinic/laboratory is located on the Logan Campus. Students provide a full range of services to students, employees of the college, and the community.

5. Assessment Information

The Salon Management/Cosmetology program utilizes a variety of assessment measures which is reviewed as part of the associate in applied science degree program. Student achievement in the general education and support courses is assessed in accordance with the institution's plan for assessment. In previous years students enrolled in the A.A.S. program were required to take the Work Keys exam. Beginning in the spring 2010 students enrolled in all programs that have completed college level English and math may be selected to take the MAPP exam.

Throughout the program, students are assessed at intervals on their knowledge and skills related to cosmetology. The cosmetology retention exams measure the students at intervals of five hundred clock hours and measures retention in the following areas:

- 500 hour exam – History of cosmetology, communication and life skills, chemistry, hair styling, shampoo and conditioners, infection control.
- 1000 hour exam – History of cosmetology, communication and life skills, chemistry, hair styling, shampoo and conditioners, infection control. Facials, skin disease and disorders, properties of hair and scalp, cosmetic, skin structure and growth, hair structure and growth.
- 1500 hour exam – History of cosmetology, communication and life skills, chemistry, hair styling, shampoo and conditioners, infection control. Facials, skin disease and disorders, properties of hair and scalp, cosmetic, skin structure and growth, hair structure and growth. Chemical processes, anatomy, business skills, nail structure and growth.
- 2000 hour exam – History of cosmetology, communication and life skills, chemistry, hair styling, shampoo and conditioners, infection control. Facials, skin disease and disorders, properties of hair and scalp, cosmetic, skin structure and growth, hair structure and growth. Chemical processes, anatomy, business skills, nail structure and growth. State Law, nail disease and disorders, artificial nail technology.

At the completion of the Salon Management/Cosmetology program the graduates are required to take a national written exam that has been developed by the National Institute of Cosmetology. They are also required to take a state exam administered by the West Virginia Board of Examiners of Barbers and Cosmetologists. The state exam includes both a written and practical component. Students must pass both the national and state exams in order to become licensed as a cosmetologist in West Virginia.

The program has limited returns on graduate follow-up surveys. Attempts are made each year to contact students by phone, email, and US mail. The feedback on employer satisfaction is also limited. The small numbers of students who respond prefer not to include employer or salary information. Most feedback information is informal through contact with the students and the local business employer or a call from a business who has employed a prior graduate.

See Appendix IV for survey response data.

6. Previous Program Review

The program has not had a previous Program Review. The program did undergo a Post-Audit Review in 2010 with the decision to continue the program.

7. Advisory Committee

The Salon Management/Cosmetology program currently utilizes an active advisory committee that meets once per year. The committee is comprised of

members of the local cosmetology communities, which include salon owners, operators, and fellow instructors. The advisory committee members offer valuable input into the program, have been instrumental in developing the current curriculum and have shown tremendous support of the program.

8. Strengths and Weaknesses:

STRENGTHS

- Faculty dedication to the program
- Promising job outlook and future need within the industry
- Online/Distance Learning courses within the curriculum
- Hands-on instruction within the program curriculum

WEAKNESSES

- Limited basic skills pre-requisites/co-requisites
- Lack of quantitative graduate and employer satisfaction data
- Limited marketing of the program

B. Viability:

1. Program Enrollment and Graduates

Year(s)	Fall	Spring
2014-2015	52	<i>not applicable</i>
2013-2014	50	47
2012-2013	53	50
2011-2012	62	54
2010-2011	30	32
2009-2010	22	16

Enrollment Trends for Previous Five Years:

Recent enrollment trends in the program have been generally stable. Enrollment numbers show a marked increase in the 2011-2012 academic year, coinciding with the curriculum changes at the State level and the transition from an every other year cohort group to a yearly enrollment cohort program.

Number of Graduates for previous 5 years

According to the available data for the period of Fall 2009 to Spring 2014, Salon Management/Cosmetology degrees awarded were:

Year	Graduates
2014	12
2013	12
2012	8
2011	4
2010	0
2009	9

Graduate Follow-up Data

Program graduates are finding positions in local salons and other cosmetology – related businesses. As noted in the limited survey results, salaries vary with the positions held.

Graduate and Employer Satisfaction

As mentioned previously, graduate survey responses and satisfaction information is limited. (See Appendix IV) Employer satisfaction surveys yielded no response.

Enrollment Projections

Because enrollment trends have remained relatively stable over the previous five year span, it is projected that enrollment in the Salon Management/Cosmetology program will continue as established. As evidenced in the chart of graduation rates, the program has increased the number of graduates from 2012 through 2014. Factors that may account for this increase are the change to a 60-hour curriculum per State guidelines and development of some of the curriculum's courses into a web format for delivery.

2. Program Course Enrollment

This program offers a variety of specialized courses designed specifically for the program. Although support courses are available for students with any major, specialized courses are available for students with the program as a declared major. For student enrollment in Salon Management/Cosmetology courses, see Appendix V.

3. Off-Campus/Distance Delivery Courses

During this review period, this program no major courses that were offered off-campus or by distance delivery.

4. Articulation Agreements (2+2, etc.)

There are no active articulation agreements for the program at this time.

C. Necessity

According to the U.S. Department of Labor Bureau of Labor Statistics Occupational Outlook Handbook, it is reported that "overall employment of barbers, hairdressers, and cosmetologists is projected to grow 13 percent from 2012 to 2022, about as fast as the average for all occupations. Growth rates will vary by specialty. Demand for hair coloring, hair straightening, and other advanced hair treatments has risen in recent years, a trend that is expected to continue over the coming decade."

D. Consistency with Our Mission

The program directly meets the institution's compact and mission in a variety of areas. The recently revised major courses and support courses for the program are consistent with student needs and state requirements. For program courses and descriptions, see Appendix VI.

IV. RECOMMENDATION

Based upon this program review, the continuation of the Salon Management/Cosmetology A.A.S. degree program at the current level of activity without corrective action is recommended.

Appendix I
Curriculum Data Sheets

Salon Management/Cosmetology

Associate in Applied Science

60 Credit Hours

Purpose

The Salon Management/Cosmetology

Program provides the student with the knowledge and skills necessary for a career in the cosmetology field. At the end of the first, second, and fourth trimesters the student may become licensed by the West Virginia Board of Examiners for Barbers and Cosmetologists (Board) as a Nail Technician, Aesthetician, and Hair Stylist. Upon successful completion of the program, graduates will become licensed as a Professional Cosmetologist. This program exceeds the 1,800 clock hours required by the Board.

The full Salon Management/Cosmetology Program is available on the Logan Campus. The Boone/Lincoln, Williamson, and Wyoming/McDowell campuses offer the program support courses only.

Dept/No.	Title	Credit Hours
Support Courses		
BU 100	Introduction to Business	3
BU 115	Business Mathematical Applications	3
EN 101	English Composition I	3
MG 262	Entrepreneurial and Small Business Management	3
MG 264	Supervision	3
MK 272	Retailing	3
SO 215	Human Relations	3
SP 103	Speech Fundamentals	3
Major Courses		
AH 126	Health Sciences for Professional Cosmetology	2
AH 127	Health Sciences for Aesthetics	1
AH 226	Health Sciences for Hair Stylists	2
SM 100	Concepts of Professional Cosmetology	3
SM 102	Art and Science of Nail Technology	2
SM 105	Nail Technology Clinical Practicum	2
SM 106	General Sciences for Professional Cosmetology	3
SM 108	Art and Science of Aesthetics	2
SM 110	Aesthetics Clinical Practicum	3
SM 202	Art and Science of Hair Styling I	4
SM 205	Hair Styling Clinical Practicum I	3
SM 208	Art and Science of Hair Styling II	4
SM 210	Hair Styling Clinical Practicum II	3
SM 212	Role Transitions to Professional Cosmetology	2

A trimester-by-trimester program course sequence is available at <http://www.southernwv.edu/programs/salon-management-cosmetology>

Department Chair: 304.236.7619

Administrative Secretary: 304.236.7609

Salon Management/Cosmetology

Associate in Applied Science
Minimum 73 Semester Hours

Purpose

The Salon Management/Cosmetology program provides the student with the knowledge and skills necessary for an entry-level career in the cosmetology field. This program exceeds the 2,000 clock hours required by the West Virginia Board of Examiners for Barbers and Cosmetologists (Board). Upon completion the student will be eligible to sit for the examination administered by the Board provided all eligibility requirements are met.

The full Salon Management/Cosmetology Program is available on the Logan Campus. The Boone/Lincoln, Williamson, and Wyoming/McDowell campuses offer the program support courses only.

Dept/No.	Title	Credit Hours
Support Courses		
AH 122	First Aid	2
AH 124	CPR	1
AH 145	Essentials of Human Systems for Allied Health	4
BU 115	Business Math	3
EN 101	English Composition I	3
MG 262	Small Business Management	3
OR 110	Orientation to College	1
PY 201	Introduction to Psychology	3
SP 103	Fundamentals of Speech	3
Major Courses		
CM 100	Introduction to Cosmetology	3
CM 102	Applied Chemistry of Cosmetology	4
CM 105	Introduction to Salon Management	5
CM 106	Concepts of Cosmetology	3
CM 110	Salon Management I	5
CM 115	Salon Management II	3
CM 200	Principles of Cosmetology	3
CM 202	Cosmetology Law and Ethics	3
CM 205	Salon Management III	6
CM 206	Advanced Cosmetology	3
CM 208	Cosmetology Seminar	2
CM 210	Salon Management IV	10

2040 Clock Hours—Clinical Ratio 3:1 (3 clock hours = 1 credit hour) *Meets requirements for Master Teacher

Department Chair: 304.896.7355
Program Coordinator: 304.896.7372
Administrative Secretary: 304.896.7326

Appendix II
Faculty Data Sheets

Appendix III
Program Budget Data

Southern WV Community & Technical College
Budget FY 2013-2014

Name: Salon Management

Fund: 468000

Org: 302100

Banner Account Code	Description	Approved Budget FY2013	Requested Budget FY 14-15	YTD expenditure FY2012	YTD expenditure 11/30/2012
	PERSONAL SERVICES & BENEFITS				
500000	Personal Services-Non Classified				
503000	Personal Services-Faculty				
504000	Increment				
505000	Adjunct				
506000	Faculty Overload				
507000	Over Time/Temporary				
508000	Part-Time				
509000	Summer School				
501100	Personal Services-Classified				
511000	Social Security Matching				
512000	Public Employees' Insurance				
512300	PEIA-Administrative Cost				
512301	PEIA-OPEB				
513000	Other Health Insurance				
514000	Worker's Compensation				
515000	Unemployment Compensation				
516000	Pension & Retirement				
516300	WV OPEB Remaining Contribution				
	TOTAL SALARIES & BENEFITS	\$0	\$0	\$0	\$0
	OPERATING EXPENSES				
520000	Office Expenses	\$200	\$200		
520001	Office Expenses-Copier Paper				
521000	Printing and Binding				
522000	Rental Expense				
523000	Utilities				
523003	Utilities-Water & Sewage				
523004	Utilities-Garbage Disposal				
524000	Telecommunications				
524001	Telecommunications-Logan Data Circuit				
524002	Telecommunications-Boone Data Circuit				
524003	Telecommunications-Wyoming Data Circuit				
524004	Telecommunications-Williamson Data Circuit				

524005	Telecommunications-Lincoln Data Circuit				
524006	Telecommunications-WVNET and other				
525000	Contractual & Professional				
525001	Contractual & Professional-Water Treatment				
525002	Contractual & Professional-Chem Hood Inspection				
525003	Contractual & Professional-Elevator Inspection				
525004	Contractual & Professional-Filter Service				
525005	Contractual & Professional-Cleaning Service				
525006	Contractual & Professional-Fire Alarm Monitoring				
525007	Contractual & Professional-Pest Control				
525008	Contractual & Professional-Rug Service				
525009	Contractual & Professional-Security Service				
525010	Contractual & Professional-Auditing				
525011	Contractual & Professional-Medical Waste				
525012	Contractual & Professional-Emergency Services				
525013	Contractual & Professional-Handsoap & Sanitizer				
525014	Contractual & Professional-Food Services				
525015	Contractual & Professional-Sewage Treatment Plant				
526000	Travel	500	500		
526001	Travel-Mileage				
526002	Travel-Lodging				
526003	Travel-Air Fare				
526004	Travel-Miscellaneous				
526005	Travel-Food				
527000	Computer Services				
529000	Vehicle Rental				
530000	Rentals-Machines & Miscellaneous				
530001	Rentals-Copiers				
531000	Association Dues & Professional Memberships				
531001	Association Dues & Professional Memberships-Nursing				
532000	Fire, Auto, Bond, & Other Insurance				
533000	Food Products				
534000	Clothing, Household, & Recreational Supplies				
535000	Advertising & Promotional				
536000	Vehicle Operating Expense				
536001	Vehicle Operating Expense-Fuel				
536002	Vehicle Operating Expense-Usage Fee				
537000	Research, Educational, & Medical Supplies	2,700	10,000		
538000	Routine Maintenance Contracts/Warranties				
538001	Routine Maintenance Contracts/Warr-Cisco SmartNet				
538002	Routine Maintenance Contracts/WarrVMWare vCenter				
538003	Routine Maintenance Contracts/WarrVMWare vSphere				
538004	Routine Maintenance Contracts/Warr-SAN Warranty				
538005	Routine Maintenance Contracts/Warr-Audio Visual				

538006	Routine Maintenance Contracts/Warr-Dell Servers				
538007	Routine Maintenance Contracts/Warr-Fire Extinguisher				
538008	Routine Maintenance Contracts/Warr-Sprinkler Inspt				
538009	Routine Maintenance Contracts/Warr-Fire Alarm Inspt				
538010	Routine Maintenance Contracts/Warr-Elevator				
538011	Routine Maintenance Contracts/Warr-HVAC				
540000	Merchandise for Resale				
541000	Cellular Phone Charges				
542000	Hospitality		200		
543000	Education Training (Stipends)				
544000	Energy Expense Motor Vehicle/Aircraft				
544001	Energy Expense Motor Vehicle/Aircraft-Gasoline				
544002	Energy Expense Motor Vehicle/Aircraft-Diesel				
547000	Energy Expense Utilities				
547001	Energy Expense Utilities-Electric				
547002	Energy Expense Utilities-Gas				
547003	Energy Expense Utilities-Gas				
551000	Miscellaneous				
552000	Training & Development				
552001	Training & Development-Mileage Reimbursement				
552002	Training & Development-Lodging				
552003	Training & Development-Air Fare				
552004	Training & Development-Miscellaneous				
552005	Training & Development-Food				
552006	Training & Development-Registration				
553000	Postal & Freight	50	45		
554000	Computer Supplies	200	30		
554001	Computer Equipment < \$5,000				
556000	Attorney Legal Service Payments				
557000	Attorney Reimbursable Expenses				
558000	Miscellaneous Equipment Purchases < \$5,000		3,000		
559000	Student Activities				
561000	Office & Communication Equipment Repairs				
562000	Research, Educational, & Medical Equipment Repairs				
563000	Building & Household Equipment Repairs				
564000	Routine Maintenance of Buildings				
565000	Vehicle Repairs				
566000	Routine Maintenance of Grounds				
568000	Other Repairs & Alterations				
	TOTAL OPERATING EXPENSES	\$3,650	\$13,975	\$0	\$0
	ASSETS				
570000	Office & Communication Equipment > \$5,000				
571000	Medical Equipment > \$5,000				

572000	Research & Educational Equipment > \$5,000				
573000	Household Equipment & Furnishings > \$5,000				
574000	Building Equipment > \$5,000				
575000	Vehicles				
577000	Books & Periodicals				
578000	Other Capital Equipment > \$5,000				
592000	Building Construction				
512000	Contractor Payments for Capital Asset Projects				
512100	Purchase of Materials & Supplies				
512200	Consultant Payments for Capital Assets Projects				
514300	Building Improvements				
514800	Land Improvements				
514900	Land Purchases				
515000	Building Purchases				
515700	Leasehold Improvements				
517000	Computer Equipment > \$5,000				
517100	Computer Software > \$5,000				
	TOTAL ASSETS	\$0	\$0	\$0	\$0
	OTHER EXPENSES				
583000	Scholarships, Awards				
589000	Bank Costs				
512500	Indirect Costs				
	TOTAL OTHER EXPENSES	\$0	\$0	\$0	\$0
	TOTAL EXPENSES	\$3,650	\$13,975	\$0	\$0

Southern WV Community & Technical College
Budget FY 2013-2014

Name: Salon Management

Fund: 468000

Org: 302100

Banner Account Code	Description	Approved Budget FY2013	Requested Budget FY2014	YTD expenditure FY2012	YTD expenditure 11/30/2012
PERSONAL SERVICES & BENEFITS					
500000	Personal Services-Non Classified				
503000	Personal Services-Faculty				
504000	Increment				
505000	Adjunct				
506000	Faculty Overload				
507000	Over Time/Temporary				
508000	Part-Time				
509000	Summer School				
501100	Personal Services-Classified				
511000	Social Security Matching				
512000	Public Employees' Insurance				
512300	PEIA-Administrative Cost				
512301	PEIA-OPEB				
513000	Other Health Insurance				
514000	Worker's Compensation				
515000	Unemployment Compensation				
516000	Pension & Retirement				
516300	WV OPEB Remaining Contribution				
	TOTAL SALARIES & BENEFITS	\$0	\$0	\$0	\$0
OPERATING EXPENSES					
520000	Office Expenses	\$200	\$200		
520001	Office Expenses-Copier Paper				
521000	Printing and Binding				
522000	Rental Expense				
523000	Utilities				
523003	Utilities-Water & Sewage				
523004	Utilities-Garbage Disposal				
524000	Telecommunications				
524001	Telecommunications-Logan Data Circuit				
524002	Telecommunications-Boone Data Circuit				
524003	Telecommunications-Wyoming Data Circuit				
524004	Telecommunications-Williamson Data Circuit				

524005	Telecommunications-Lincoln Data Circuit				
524006	Telecommunications-WVNET and other				
525000	Contractual & Professional				
525001	Contractual & Professional-Water Treatment				
525002	Contractual & Professional-Chem Hood Inspection				
525003	Contractual & Professional-Elevator Inspection				
525004	Contractual & Professional-Filter Service				
525005	Contractual & Professional-Cleaning Service				
525006	Contractual & Professional-Fire Alarm Monitoring				
525007	Contractual & Professional-Pest Control				
525008	Contractual & Professional-Rug Service				
525009	Contractual & Professional-Security Service				
525010	Contractual & Professional-Auditing				
525011	Contractual & Professional-Medical Waste				
525012	Contractual & Professional-Emergency Services				
525013	Contractual & Professional-Handsoap & Sanitizer				
525014	Contractual & Professional-Food Services				
525015	Contractual & Professional-Sewage Treatment Plant				
526000	Travel	500	500		
526001	Travel-Mileage				
526002	Travel-Lodging				
526003	Travel-Air Fare				
526004	Travel-Miscellaneous				
526005	Travel-Food				
527000	Computer Services				
529000	Vehicle Rental				
530000	Rentals-Machines & Miscellaneous				
530001	Rentals-Copiers				
531000	Association Dues & Professional Memberships				
531001	Association Dues & Professional Memberships-Nursing				
532000	Fire, Auto, Bond, & Other Insurance				
533000	Food Products				
534000	Clothing, Household, & Recreational Supplies				
535000	Advertising & Promotional				
536000	Vehicle Operating Expense				
536001	Vehicle Operating Expense-Fuel				
536002	Vehicle Operating Expense-Usage Fee				
537000	Research, Educational, & Medical Supplies	2,700	10,000		
538000	Routine Maintenance Contracts/Warranties				
538001	Routine Maintenance Contracts/Warr-Cisco SmartNet				
538002	Routine Maintenance Contracts/WarrVMWare vCenter				
538003	Routine Maintenance Contracts/WarrVMWare vSphere				
538004	Routine Maintenance Contracts/Warr-SAN Warranty				
538005	Routine Maintenance Contracts/Warr-Audio Visual				

538006	Routine Maintenance Contracts/Warr-Dell Servers				
538007	Routine Maintenance Contracts/Warr-Fire Extinguisher				
538008	Routine Maintenance Contracts/Warr-Sprinkler Inspt				
538009	Routine Maintenance Contracts/Warr-Fire Alarm Inspt				
538010	Routine Maintenance Contracts/Warr-Elevator				
538011	Routine Maintenance Contracts/Warr-HVAC				
540000	Merchandise for Resale				
541000	Cellular Phone Charges				
542000	Hospitality		200		
543000	Education Training (Stipends)				
544000	Energy Expense Motor Vehicle/Aircraft				
544001	Energy Expense Motor Vehicle/Aircraft-Gasoline				
544002	Energy Expense Motor Vehicle/Aircraft-Diesel				
547000	Energy Expense Utilities				
547001	Energy Expense Utilities-Electric				
547002	Energy Expense Utilities-Gas				
547003	Energy Expense Utilities-Gas				
551000	Miscellaneous				
552000	Training & Development				
552001	Training & Development-Mileage Reimbursement				
552002	Training & Development-Lodging				
552003	Training & Development-Air Fare				
552004	Training & Development-Miscellaneous				
552005	Training & Development-Food				
552006	Training & Development-Registration				
553000	Postal & Freight	50	45		
554000	Computer Supplies	200	30		
554001	Computer Equipment < \$5,000				
556000	Attorney Legal Service Payments				
557000	Attorney Reimbursable Expenses				
558000	Miscellaneous Equipment Purchases < \$5,000		3,000		
559000	Student Activities				
561000	Office & Communication Equipment Repairs				
562000	Research, Educational, & Medical Equipment Repairs				
563000	Building & Household Equipment Repairs				
564000	Routine Maintenance of Buildings				
565000	Vehicle Repairs				
566000	Routine Maintenance of Grounds				
568000	Other Repairs & Alterations				
	TOTAL OPERATING EXPENSES	\$3,650	\$13,975	\$0	\$0
	ASSETS				
570000	Office & Communication Equipment > \$5,000				
571000	Medical Equipment > \$5,000				

572000	Research & Educational Equipment > \$5,000				
573000	Household Equipment & Furnishings > \$5,000				
574000	Building Equipment > \$5,000				
575000	Vehicles				
577000	Books & Periodicals				
578000	Other Capital Equipment > \$5,000				
592000	Building Construction				
512000	Contractor Payments for Capital Asset Projects				
512100	Purchase of Materials & Supplies				
512200	Consultant Payments for Capital Assets Projects				
514300	Building Improvements				
514800	Land Improvements				
514900	Land Purchases				
515000	Building Purchases				
515700	Leasehold Improvements				
517000	Computer Equipment > \$5,000				
517100	Computer Software > \$5,000				
	TOTAL ASSETS	\$0	\$0	\$0	\$0
	OTHER EXPENSES				
583000	Scholarships, Awards				
589000	Bank Costs				
512500	Indirect Costs				
	TOTAL OTHER EXPENSES	\$0	\$0	\$0	\$0
	TOTAL EXPENSES	\$3,650	\$13,975	\$0	\$0

Appendix IV

Program Assessment and Survey Information

Salon Mgt/Cosmetology-AAS

Table 1

Major	Campus	Total Score	Skills Dimension Subscores				Context-Based Subscores		
			Critical Thinking	Reading	Writing	Mathematics	Humanities	Social Sciences	Natural Sciences
451	Logan	429	108	116	113	105	112	110	112

Table 2

Major	Reading		Critical Thinking	Writing			Mathematics		
	P	N		P	N	N	N	N	N
451	P	N	N	P	N	N	N	N	N

Table 3

Major 451	Proficient	Marginal	Not Proficient
Reading Level I	100%		
Reading Level II			100%
Critical Thinking			100%
Writing Level I	100%		
Writing Level II			100%
Writing Level III			100%
Mathematics Level I			100%
Mathematics Level II			100%
Mathematics Level III			100%

Table 1—Scaled Scores

Table 2—Proficiency Classification

P—Proficient

M—Marginal

N—Not Proficient

Table 3—Percentages of Proficiency Classifications

**Southern WV Community & Technical College
Salon Management/Cosmetology Student Survey**

Dear former student: Please take a few minutes to carefully respond to each of the following questions and return the completed survey to us in the envelope provided. All responses are confidential and are going to be used to help us review our program to continue to meet the needs of students.

Fill in the circle next the the answer that reflects your answer.

Educational goals

1. What was your primary educational goal when you enrolled in Salon Mgmt./Cosmetology program at Southern? (choose one)

- | | |
|---|--|
| <input type="radio"/> Preparation to enter the job market
<input type="radio"/> Preparation to change careers
<input type="radio"/> Improvement of "job skills" for job held while in program | <input type="radio"/> Transfer to a college/university
<input type="radio"/> Personal interest/development
<input type="radio"/> Other (specify) _____ |
|---|--|

Indicate your agreement with the following statements concerning your experience in the Cosmetology program at Southern:

	<i>Strongly Agree</i>	<i>Agree Somewhat</i>	<i>Neutral</i>	<i>Disagree Somewhat</i>	<i>Strongly Disagree</i>	<i>Not Applicable</i>	
							Completing the Cosmetology program:
2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Allowed me to meet my educational goals.
3	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Prepared me for employment in the cosmetology field.
4	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Provided skills that I have used since graduating from the program.
5	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Prepared me for further training in cosmetology or a related field.
5	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Helped me advance at my job.
6	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Broadened my understanding of ethics in the workplace.
7	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Improved my ability use oral, written and listening skills to communicate.
8	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Strengthened my ability to collaborate with others to accomplish common goals.
9	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Developed my ability to assess my abilities, set goals and implement my plans.
10	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Increased my ability to use and understand technology.
11	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Developed my critical thinking skills.
12	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Improved my quality of life.

Employment

13. What is your current employment status?

(choose one)

- a. Employed (indicate field of employment below)
 - In a field directly related to cosmetology
 - In a field somewhat related to cosmetology
 - In a field unrelated to cosmetology
- b. Not currently employed but seeking employment (indicate type of employment you are seeking below)
 - In a field directly related to cosmetology
 - In a field unrelated to cosmetology
- c. Not seeking employment

If you are employed please complete this section, otherwise skip to the next section.

Job status:	<input type="radio"/> Full-time <input type="radio"/> Part-time	Salary range:	<input type="radio"/> <20,000 <input type="radio"/> 20,000-40,000 <input type="radio"/> >40,000	Company Name: _____
				Position: _____

Satisfaction

14. How satisfied were you with the following components of the Salon Management/Cosmetology program?

Very Satisfied	Somewhat satisfied	Neutral	Somewhat Dissatisfied	Very Dissatisfied	Not Applicable
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/> Course offerings
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/> Content of courses: curriculum
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/> Quality of instruction
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/> Times of classes
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/> Availability of faculty
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/> Texts and learning materials
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/> Labs
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/> Cost
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/> Program advisement
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/> Career counseling and job placement services

Would you recommend the program to a friend?

Yes
 Maybe
 No

What suggestions would you make to improve the program?

What did you like most about the program?

Thank you for participating

Salon Management/Cosmetology Program Survey (Responses)

Survey of all Program Graduates – Conducted September 2014

1. What was your primary educational goal when you enrolled in the Salon Management/Cosmetology program at Southern?

Preparation to Enter the Job Market	2
Preparation to Change Careers	0
Improvement of Job Skills for job held while in the program	1
Transfer to a College or University	0
Personal Interest/Development	0
Other	0

2. Indicate your agreement with the following statements concerning your experience with the Cosmetology program at Southern:

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Not Applicable
Allowed me to meet my educational goals	1		1	1		
Prepared me for employment in the cosmetology field	1	1	1			
Provided skills that I have used since graduating from the program	1		1			1
Prepared me for further training in cosmetology or related field		2	1			
Helped me advance at my job			2			1
Broadened my understanding of ethics in the workplace		3				
Improved my ability to use oral, written, and listening skills to communicate		2	1			
Strengthened my ability to collaborate with others to achieve common goals	1	1		1		
Developed my ability to assess my abilities, set goals, and implement my plans	1		2			
Increased my ability to use and understand technology	1		1	1		
Developed my critical thinking skills	1		2			
Improved my quality of life	1	1	1			

3. What is your current employment status?

Employed (in a field directly related to cosmetology)	1
Employed (in a field somewhat related to cosmetology)	0
Employed (in a field not related to cosmetology)	1
Not Employed (but seeking employment in a field related to cosmetology)	0
Not Employed (but seeking employment in a field not related to cosmetology)	0
Not Seeking Employment	1

4. If employed, what is your job status?

Full-time	1
Part-time	1

5. If employed, what is your salary range?

< \$20,000 per year	1
\$20,000 - \$40,000 per year	1
> \$40,000 per year	0

6. If employed, who is your current employer?

Worldwide Equipment	1
Lynn's Beauty Spot	1

7. If employed, what is your current position?

Service Writer	1
Cosmetologist	1

2. How satisfied are you with the following components of the Salon Management/Cosmetology program?

	Very Satisfied	Somewhat Satisfied	Neutral	Somewhat Dissatisfied	Very Dissatisfied	Not Applicable
Course Offerings	1	1				
Course Content: Curriculum	1	1		1		
Quality of Instruction	1			2		
Times of Classes	2		1			
Availability of Faculty	1		2			
Texts and Learning Materials	2	1				
Labs	1		1	1		
Cost	1	1	1			
Program Advisement	1		2			
Career Counseling and Job Placement Services	1		1			1

9. Would you recommend this program to a friend?

Yes	0
Maybe	2
No	1

10. What suggestions (if any) would you make to improve the program?

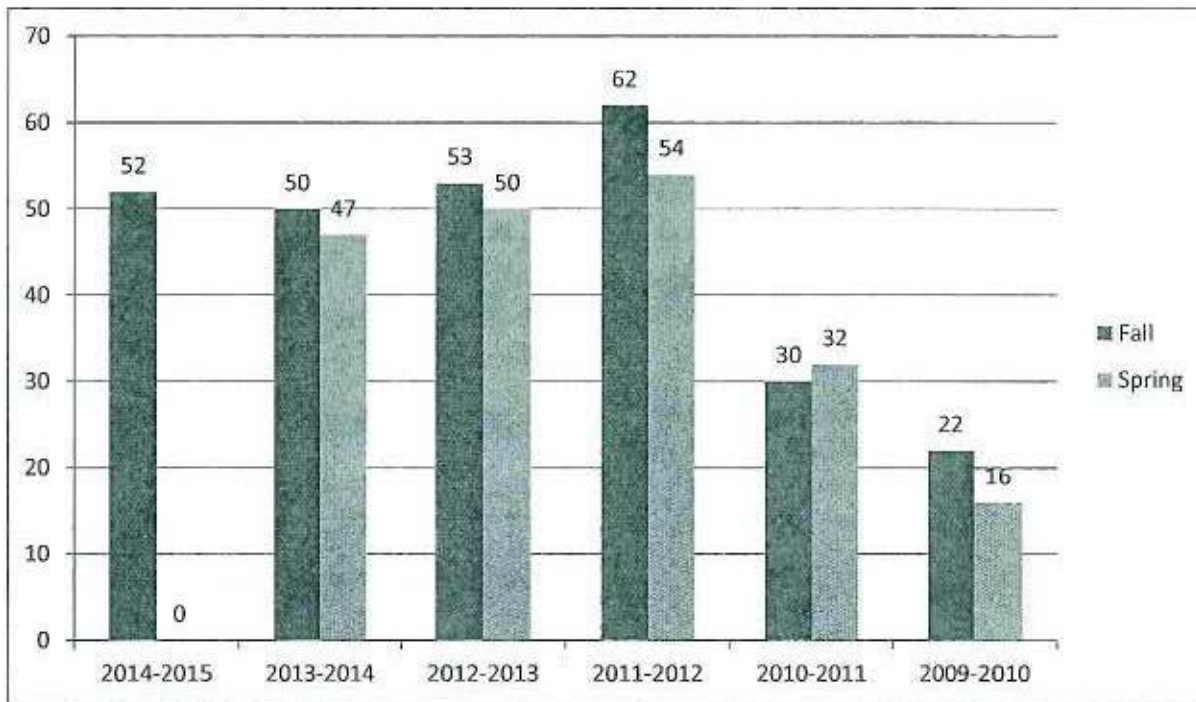
*Spend more time on each thing we learn instead of just focusing on state boards. We need to learn things for when we start working instead of just for passing state boards.

11. What did you like most about the program?

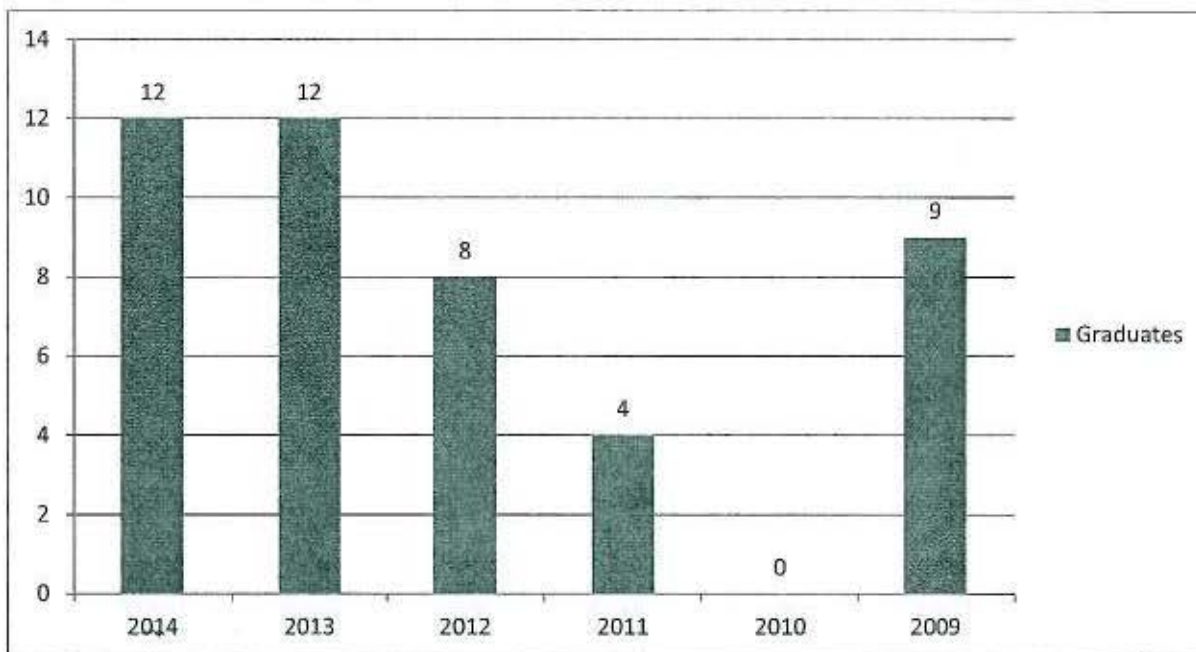
*I enjoyed the two years of being with the same girls. Learning as much as we could, having fun, exploring different fields of cosmetology, and having the same instructors during the entire course.

Appendix V
Program Enrollment Data

Salon Management/Cosmetology Program – Yearly Enrollment by Semester



Salon Management/Cosmetology Program – Graduates by Year



Appendix VI
Program Course Descriptions

AH 126 Health Sciences for Professional Cosmetology

2 Credit Hours

Upon completion of this course students will become certified in CPR. Students will learn the basic fundamentals of general first aid practices. An overview of general infection control and sanitation specific to the profession of cosmetology will be presented. Upon completion of the course the student will have an in-depth understanding of the following areas related to the nail: structure; growth; diseases; and disorders. Students will take this course within the first 100 clock hours of the program.

AH 127 Health Sciences for Aesthetics

1 Credit Hour

An overview of skin sciences, which includes physiology and histology of the skin, diseases and disorders, skin analysis, and potential skin reactions to products which may be applied, will be presented. Students will learn infection control specifically for aestheticians and the basics of nutrition as it relates to the skin.

AH 226 Health Sciences for Hair Stylists

2 Credit Hours

This course will begin with a review of general anatomy and physiology as it relates to hair styling, as well as the fundamental properties of the hair and scalp. Within this course the students will learn infection control practices specifically for cosmetology.

BU 100 Introduction to Business

3 Credit Hours

This course surveys the field of business, emphasizing the functions and structure of private business enterprise, and the roles of management, accounting, finance, and marketing in the enterprise. Duplicate credit for BU 101 is not permitted.

BU 115 Business Mathematical Applications

3 Credit Hours

This course is designed for students planning a career in a business field and focuses specifically on applications in these fields. Students will develop problem-solving skills through the study and application of equations and formulas, including the concepts of ratio and proportion, financial statements, statistics of frequency distribution and graphs, all basics of depreciation, payroll, taxes and insurance, annuities, stocks and bonds, bank reconciliation, pricing, and inventory.

EN 101 English Composition I

3 Credit Hours

Prerequisite: EN 090, EN 099 or minimum acceptable test scores for placement in college-level English.

This course is an introduction to basic composition and research. The emphasis is on writing clear, effective essays. In addition, students will write a research paper.

MG 262 Entrepreneurial and Small Business Management

3 Credit Hours

Small and medium businesses are the backbone of the modern economy by creating wealth and jobs. In this course, students learn how to plan and manage the various activities essential for effectively running a small business and how to recognize and avoid the common mistakes made by small business managers. Students will learn the process of starting a new business venture and learn how to apply the concepts and skills to successfully maintain an existing business. This course offers an overview of running a small business including a discussion of leadership, strategy, marketing, finance, operations, human resources, supplier management, facilities, banking, legal, and regulatory considerations. These topics are integrated and presented in the context of a small business environment. Students will develop a business plan, bringing an idea to fruition as a successful entrepreneur. A combination of business case examples and text will be used to supplement lectures, student project work, and guest speakers.

MG 264 Supervision

3 Credit Hours

This course provides skill-based information covering supervisory principles, theories, human relation techniques and decision-making skills that are required to manage a workforce to profitable results.

MK 272 Retailing

3 Credit Hours

Prerequisite: MK 270.

This course analyzes the principles of retailing from the marketing perspective. The topics discussed will include the different types of retail businesses (including the Internet), decision making (including store planning and location), personnel management, purchasing, merchandising, promotion, customer service, and more.

SO 215 Human Relations

3 Credit Hours

Develops the ability to get along with people in everyday business and social contacts.

SP 103 Speech Fundamentals

3 Credit Hours

Approaches day-to-day oral communication from a practical point of view, with emphasis on a proficiency in the oral language presentations.

SM 100 Concepts of Professional Cosmetology I

3 Credit Hours

The student will begin with a review of general anatomy and physiology as it relates to hair styling, as well as the fundamental properties of the hair and scalp. Within this course the students will learn infection control practices specifically for cosmetology.

SM 102 Art and Science of Nail Technology

2 Credit Hours

The student will gain knowledge in infection control practices specifically for nail technicians, nail product chemistry, as well as the structure and growth of the skin and nails. Students will become proficient in the pre and post-service procedures, handling, and exposure incidents, hand, arm, foot, and leg massage, and disinfection techniques.

SM 105 Nail Technology Clinical Practicum

2 Credit Hours

Students will apply theoretical knowledge learned in the classroom. The student will progress from basic manicures and pedicures to advanced services which includes electric filing, nail tips and wraps, monomer liquids and polymer powder enhancements, and UV gels. In the laboratory and clinical practicum the students will perfect the art and creative design of nail technology.

SM 106 General Sciences for Professional Cosmetology

3 Credit Hours

In this theory course the student will learn the following general scientific concepts as they relate to the profession of cosmetology: principle and practices of infection control; general anatomy and physiology; basics of chemistry; basics of electricity; basics of nutrition; physiology and histology of the skin; disorders and diseases of the skin; skin analysis; and skin care products which includes chemical compounds, ingredients, and selection.

SM 108 Art and Science of Aesthetics

2 Credit Hours

This theory course will focus on introductory topics in aesthetics which includes: history, anatomy and physiology related to the skin, treatments, facial massage, hair removal, make-up application and composition, equipment, and business opportunities.

SM 110 Aesthetics Clinical Practicum

3 Credit Hours

Students will apply theoretical knowledge learned in the classroom. In the clinical setting students will perfect their skills related to aesthetics. Students will perform skin treatment, facials and facial massages, application of make-up, and hair removal.

SM 202 Art and Science of Hair Styling I

4 Credit Hours

In this theory course, students will learn the principles of hair design, shampooing and conditioning, haircutting, hairstyles, braiding, wigs, chemical texture, and hair coloring techniques.

SM 205 Hair Styling Clinical Practicum I

3 Credit Hours

Students will apply the principles learned in the theory course in the clinical laboratory setting as it relates to hair styling.

SM 208 Art and Science of Hair Styling II

4 Credit Hours

This theory course is a continuation of SM 202. Students will learn creative designs in hair and hair styling.

SM 210 Hair Styling Clinical Practicum II

3 Credit Hours

In this clinical/laboratory course, students will perfect the art of hair styling. This course is a continuation of SM 205.

SM 212 Role Transitions to Professional Cosmetology

2 Credit Hours

This capstone course is required of all students who will be graduating as Hair Stylists and Professional Cosmetologists. The student will learn the roles of the profession, as well as the laws of the West Virginia Board of Examiners for Barbers and Cosmetologists as it relates to the licensed hair stylists and professional cosmetologists.