Cover Sheet for Academic Program Assessment Plans

Directions: Please complete a separate cover sheet for each academic program of study\(^1\). Feel free to make copies of this sheet if needed. Those graduate programs with an integrated master’s and doctoral program may submit one cover sheet. The department chair and respective dean are to sign before the plans are submitted to the Provost.

Department / Unit: Business + Applied Technology

Title and Level of Academic Program (e.g., Chemistry, Ph.D.): Certificate in Cosmetology

When submitting an Assessment Plan, please check and indicate when the faculty endorsed the plan.

- Faculty have met, reviewed, and endorsed the Assessment Plans being submitted for this degree program.

| Date of Endorsement: | 11/10/15 |

Department Chair’s Signature

| Date | 11-10-15 |

College/School/Branch Campus Dean’s Signature

| Date | 11/17/15 |

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\(^1\) Academic Program of Study is defined as an approved course of study leading to a certificate or degree reflected on a UNM transcript. A graduate-level program of study typically includes a capstone experience (e.g. thesis, dissertation, professional paper or project, comprehensive exam, etc.).
Template
Academic Program
Plan for Assessment of Student Learning Outcomes
The University of New Mexico

A. College, Department and Date

1. College: University of New Mexico Gallup Branch
2. Department: Cosmetology Department
3. Date: October 26, 2015

B. Academic Program of Study*
   Certificate in Cosmetology

C. Contact Person(s) for the Assessment Plan
   Beverly Begay and Lorraine Aguayo

D. Broad Program Goals & Measurable Student Learning Outcomes

1. Broad Program Learning Goals for this Degree/Certificate Program
   A. Students knowing basic principles of Cosmetology.
   B. Students will demonstrate skills of Cosmetology.
   C. Students will obtain the licensure and / or employment in Cosmetology industry.

2. List of Student Learning Outcomes (SLOs) for this Degree/Certificate Program
   A.1. Students will recognize basic principles of bacteriology that deals with Cosmetology.
   A.2. Students will comprehend the basic principles of safety measures.
   B.1. Students will understand and perform the skills of Cosmetology including haircutting,
       perming, manicuring, pedicuring, and hair coloring.
   C.1. Students will perform basic requirements set forth by New Mexico State Board of
       Barbers and Cosmetologist, which includes a national examination of a practical and written
       examination.

E. Assessment of Student Learning Three-Year Plan
   All programs are expected to measure some outcomes annually and to measure all priority
   program outcomes at least once over two consecutive three-year review cycles. Describe below
   the plan for the next three years of assessment of program-level student learning outcomes.

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   UNM transcript. A graduate-level program of study typically includes a capstone experience (e.g. thesis, dissertation,
   professional paper or project, comprehensive exam, etc.).
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Department / Unit: Certificate in Cosmetology Program Applied Technology

Title and Level of Academic Program (e.g., Chemistry, Ph.D.): Certificate in Cosmetology

When submitting an Assessment Plan, please check and indicate when the faculty endorsed the plan.

☐ Faculty have met, reviewed, and endorsed the Assessment Plans being submitted for this degree program.  

Date of Endorsement:

________________________
Department Chair’s Signature  

Date

________________________
College/School/Branch Campus Dean’s Signature  

Date

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1. Student Learning Outcomes

Relationship to UNM Student Learning Goals (insert the program SLOs and check all that apply):

<table>
<thead>
<tr>
<th>University of New Mexico Student Learning Goals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program SLOs</td>
</tr>
<tr>
<td>A1. 1. Students will learn basic principles of bacteriology that deals with Cosmetology</td>
</tr>
<tr>
<td>A2. Students will comprehend the basic principals of safety measures</td>
</tr>
<tr>
<td>B1. Students will understand and perform the skills of Cosmetology including haircutting, perming, manicuring, pedicuring, and hair coloring</td>
</tr>
<tr>
<td>C1. Students will perform basic requirements set forth by New Mexico State Board or Barbers and Cosmetologist, which includes a national examination of a practical and written examination</td>
</tr>
</tbody>
</table>

2. How will learning outcomes be assessed?

<table>
<thead>
<tr>
<th>Program Student Learning Objectives</th>
<th>Assessment</th>
<th>Criteria for Success</th>
</tr>
</thead>
<tbody>
<tr>
<td>A1 Students will recognize the basic principles of bacteriology that deal with Cosmetology.</td>
<td>Direct: Unit Exam of multiple choice of 50 questions.</td>
<td>To achieve a score of 75% or better of safety and bacteriology objectives</td>
</tr>
<tr>
<td>A2. Students will comprehend the basic principles of safety measures.</td>
<td>Direct Evaluation which will be perform during clinic time while working on mannequin or clients</td>
<td>To achieve a score of 75% or better of objectives that pertain to the respective skills</td>
</tr>
<tr>
<td>B1. Students will understand and perform the skills of Cosmetology including haircutting, perming, manicuring, pedicuring, and hair coloring.</td>
<td>Direct: Clinical Evaluation done on a daily and recorded on a practical sheet and with a final exam in areas that is required by NM State Board pertaining to practical’s</td>
<td>To achieve a score of 75% or better of objectives of the pertaining to the respective skills.</td>
</tr>
<tr>
<td>C1. Students will perform basic requirements set forth by New Mexico State Board or Barbers and Cosmetologist, which includes a national examination of a practical and written examination</td>
<td>Direct: New Mexico State Testing that is on a National testing with Professional Credentials Services.</td>
<td>100% of students will achieve a passing score on the National testing on the practical and the written exam.</td>
</tr>
<tr>
<td>The program will implement an exit survey to administer at the end of the program in Cosmetology course.</td>
<td>Indirect</td>
<td>Observed only-used for thematic summation.</td>
</tr>
</tbody>
</table>

3. When will learning outcomes be assessed? When and in what forum will the results of the assessment be discussed?

[Briefly describe the timeframe over which your unit will conduct the assessment of lea [Briefly describe the timeframe over which your unit will conduct the assessment of learning outcomes selected for the three-year plan. For example, provide a layout of the semesters or years (e.g., 2010-2011, 2011-2012), list which outcomes will be assessed, and which semester/year the results will be discussed and used to improve student learning (e.g., discussed with program faculty, interdepartmental faculty, advisory boards, students, etc.)

<table>
<thead>
<tr>
<th></th>
<th>Spring 16</th>
<th>Fall 16</th>
<th>Spring 17</th>
<th>Fall 17</th>
<th>Spring 18</th>
<th>Fall 18</th>
</tr>
</thead>
<tbody>
<tr>
<td>A1. Students will learn recognize basic the principals of bacteriology that deal with Cosmetology.</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>A2. Students will comprehend the basic principals of safety measures</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>B 1. Students will understand and perform the skills of Cosmetology including haircutting, perming, manicuring, pedicuring, and hair coloring.</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>C.1. Students will perform basic requirements set forth by New Mexico State Board or Barbers and Cosmetologist, which includes a national examination of a practical and written examination</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

4. **What is the unit’s process to analyze/interpret assessment data and use results to improve student learning?**  
   *Briefly describe:*  
   Each semester Cosmetology Faculty will review students’ performance of skills and written exams with chair or/and dean. Each spring faculty will review the past two semesters data and results of the national testing. Decisions about curriculum will be discussed at that time.
Focal point goals to assess and improve.

Please forward to you program assessment plan. CARC will schedule an appointment in your program.

Read and review the assessment.

Recommendations and feedback for future (e.g. Reporting assessment activities and results).

Improvement

1. How useful will data be for program assessment?
2. Process leads to improvement?
3. Clearly lead to improvement?

Guiding Questions

How does high value or conveniences?

1. Leads to data of real value?
2. Make sense?
3. Clear, measurable?

Feedback on immediate actions that are needed before approved:

Assessment Plan Approved

Revision Needed (see first feedback section below)

Decision (check one):

Action Decided by the College Assessment Review Committee (CARC):

Date of Decision:

11/01/15