

Comprehensive
Program
Of
Cosmetology
For
2018-2019

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Independence
COMMUNITY COLLEGE

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1.0 Program Data and Resource Repository

1.1 Program Summary

The program should provide a descriptive summary of the program.

Narrative:

Cosmetology is made up of courses in Cosmetology and Instructor Training dedicated to providing a solid foundation in the arts and disciplines of these subjects. Cosmetology is a three-semester program for full-time students where you must complete 1500 clock hours governed by the Kansas Board of Cosmetology. First semester students enroll in four 8-week courses for total of 18 credit hours, second semester students enroll in four 8-week courses for a total of 16 credit hours, third semester students enroll in six 8-week courses for a total of 16 credit hours for an overall total of 50 credits upon completion.

Cosmetology Instructor training is offered to licensed cosmetology practitioners by appointment only. Courses offered are a 300 clock hour/9 credit hour course with a minimum of one year work experience in the field of cosmetology or a 450 clock hour/11 credit hour course with no work experience.

After the student has completed 320 clock hours of instruction, appointments with clients may be scheduled to simulate a professional day in a typical salon.

Upon completion of the 1500 clock hours and 50 credit hours of course work, students receive a certificate in Cosmetology. Students have the opportunity to complete 15 General education credit hours to earn an Associates of Applied Science. Once a student has completed the program and passed a written and practical examination governed by the Kansas Board of Cosmetology, they are ready to enter the workforce at an entry level position.

1.2 Quantitative and Qualitative Data

All programs are provided with the most recent two years of data by the Office of Institutional Research (IR) as well as two-year budget data provided by the Business Office.

The data sets provided by the Office of Institutional Research include the following elements for the most recent two (completed) academic years:

- Number of Faculty (Full Time; Part Time; Total)
- Student Credit Hours by Faculty Type
- Enrollment by Faculty Type
- Faculty Name by Type
- Average Class Size, Completion, and Attrition
- Course Completion, Success and Attrition by Distance Learning v Face-to-Face
- Number of Degrees/Certificates Awarded
- Number of Graduates Transferring (if available from IR)
- Number of Graduates Working in Related Field (technical programs only)
- Expenditures and Revenues

Additional data may also be available for reporting from the Office of Institutional Research, as applicable. Requests for additional data must be made through a data request.

(See Section 1.2 in the Program Review Handbook for more information.)

Narrative:

AC2016-2017

Number of Faculty:

3 full time (Bailey, Lawrence, and Stroud)

0 part time

Enrollment & Student credit hours by Faculty type:

Full time: 104 credit hours taught, with 27 total students enrolled

Part time: 0 credit hours taught, 0 total students enrolled

Average Class Size:

5.06 students face-to-face

Completion rates:

87.65% face-to-face

Pass (c or better) rates:

83.95% face-to-face

Number of Majors: 17 Cert COS, 8 AAS COS (2 Cert & 8 AAS returned for fall 2017)

AC2017-2018

Number of Faculty:

3 full time (Bailey, Lawrence, and Stroud)

0 part time

Enrollment & Student credit hours by Faculty type:

Full time: 108 total credit hours taught, with 101 total students enrolled

Part time: 0 credit hours taught, 0 total students enrolled

Average Class size:

3.48 students in Face-to-Face classes

0 students in online classes

3.48 students across all courses

Completion rates:

93.07% face-to-face

0% online

93.07% all courses

Pass ('D' or better) rates:

96.81% face-to-face

0% online

96.81% all courses

Pass ('C' or better) rates:

96.81% face-to-face

0% online

96.81% all courses

Number of Majors: 9 Cert COS, 9 AAS COS (4 Cert & 2 AAS returned in fall 2018)

Degrees Awarded: 4 Cert COS & 1 AAS COS

Number of Graduates working in the Cosmetology field (2016-2018):

11

Number of Graduates working in related field:

9 out of 15 Cosmetology program graduates are currently working in the field.

2 out of 3 Instructor in Training graduates are currently working in the field of Cosmetology and can be used as substitutes/adjuncts

INDEPENDENCE COMMUNITY COLLEGE
Cosmetology
For the Twelve Months Ending Friday, June 30, 2017

		Published Budget	Operating Budget	Expense	Encumbered	Remaining
12-510:550	Salary			\$117,268.94		(\$117,268.94)
12-591:598	Fringe Benefits			36,192.06		(36,192.06)
12-601	Travel					
12-602	Food and Meals			277.54		(277.54)
12-606	Student Travel					
12-607	Rentals					
12-611	Postage & Shipping			1.83		(1.83)
12-613	Printing					
12-615	Advertising					
12-616	Promotions					
12-617	Recruiting					
12-619	Animal Food					
12-626	Conference Fees/ Registration			275.00		(275.00)
12-631	Telephone			75.00		(75.00)
12-641	Lease/ Rental/ Lease Purchase					
12-646	Service Agreements					
12-647	Fuel/ Gas					
12-649	Repairs					
12-661	Contract Services					
12-662	Legal Services					
12-663	Consultants					
12-681	Dues/ Memberships/ Fees			150.00		(150.00)
12-682	Subscriptions					
12-699	Uniforms					
12-700-000	Instructional Supplies			2,988.06		(2,988.06)
12-700-001	Instructional Supplies (Innovation Fee)			7,856.03		(7,856.03)
12-701	Office Supplies			498.79		(498.79)
12-702	Paper Supplies			68.66		(68.66)
12-703	Books					
12-704	Periodicals					
12-705	Media (Videos, DVD)					
12-717	Professional Development			214.63		(214.63)
12-719	Misc. Expenses			37.08		(37.08)
12-850	Equipment- Non-Capital >\$5,000					
12-852	Software & Licenses			900.00		(900.00)
	Total			166,803.62		(166,803.62)

INDEPENDENCE COMMUNITY COLLEGE						
Cosmetology						
For the Twelve Months Ending Saturday, June 30, 2018						
		Published Budget	Operating Budget	Expense	Encumbered	Remaining
12-510:550	Salary			\$133,589.75		(\$133,589.75)
12-591:598	Fringe Benefits			46,667.72		(46,667.72)
12-601	Travel					
12-602	Food and Meals			294.18		(294.18)
12-606	Student Travel					
12-607	Rentals					
12-611	Postage & Shipping			10.49		(10.49)
12-613	Printing					
12-615	Advertising			15.00		(15.00)
12-616	Promotions					
12-617	Recruiting			208.14		(208.14)
12-619	Animal Food					
12-626	Conference Fees/ Registration			94.14		(94.14)
12-631	Telephone					
12-641	Lease/ Rental/ Lease Purchase					
12-646	Service Agreements					
12-647	Fuel/ Gas					
12-649	Repairs					
12-661	Contract Services					
12-662	Legal Services					
12-663	Consultants					
12-681	Dues/ Memberships/ Fees			60.95		(60.95)
12-682	Subscriptions					
12-699	Uniforms					
12-700-000	Instructional Supplies			4,005.00		(4,005.00)
12-700-001	Instructional Supplies (Innovation Fee)			2,120.60		(2,120.60)
12-701	Office Supplies			209.22		(209.22)
12-702	Paper Supplies					
12-703	Books					
12-704	Periodicals					
12-705	Media (Videos, DVD)					
12-717	Professional Development					
12-719	Misc. Expenses			135.75		(135.75)
12-850	Equipment- Non-Capital >\$5,000			72.60		(72.60)
12-852	Software & Licenses			900.00		(900.00)
	Total			188,383.54		(188,383.54)

2.0 Student Success

2.1 Define Student Success

The program faculty should provide a definition of how student success is defined by the program. *(See Section 2.1 in the Program Review Handbook for more information.)*

Narrative:

For a student to be successful in the Cosmetology program they must pass each course with a 75% or greater final grade. Students are graded using a rubric for hands on procedures and are given written multiple-choice exams over subjects taught.

2.2 Achieve/Promote Student Success

The program faculty should describe how the program achieves and promotes student success. *(See Section 2.2 in the Program Review Handbook for more information.)*

Narrative:

Program faculty teach a minimum of 50 clock hours per student (one on one) for student specific needs to master procedures. Three full time faculty members are available for face-to-face time with students a minimum of 44 hours per week.

3.0 Assessment of Student Learning Outcomes

3.1 Reflection on assessment

The program faculty should provide a narrative reflection on the assessment of program curriculum. Please provide data gathered for outcomes at both program, course, and general education levels. Please review the Assessment Handbook for resources on gathering this information provided by the Assessment Committee.

Narrative:

Cosmetology Faculty has actively participated in measuring student learning outcomes per course. In the fall of 2016, the curriculum was updated to the current schedule. This schedule keeps courses more organized and adjusted credit hours so that students were considered full-time students.

3.2 Significant Assessment Findings

The program faculty should provide a narrative overview of the program's significant student learning outcomes assessment findings, any associated impact on curriculum, as well as any ongoing assessment plans. The program may attach data charts, assessment reports or other relevant materials. *(See Section 3.2 in the Program Review Handbook for more information.)*

Narrative:

Going over our assessment data for the past years we will be timing every service earlier in the program that a student will be tested on at the state level. After looking at assessment data, students are struggling with time management, completing practicals and services within a given time frame. Timing is such an important aspect in the cosmetology industry, along with the Kansas Board of Cosmetology practical exam. We have implemented students timing themselves with every service once they have learned it as well as having timed practical tests to help students reach the time goals to be prepared for Kansas Board of Cosmetology portion of the practical exam.

Please see appendix for Assessment Data

3.3 Ongoing Assessment Plans

The program faculty should describe ongoing assessment plans and attach any new assessment progress reports for the current or past academic year.

Narrative:

We will stay current with the curriculum mandated by the Kansas Board of Cosmetology. We will continue with assessment evaluations after each semester and make the necessary changes to ensure the quality of education for our students.

4.0 External Constituency and Significant Trends

An important component of maintaining a superior program lies in awareness and understanding of other possible factors that may impact the program and/or student outcomes. After consideration of these other factors, program faculty should document the relevant information within this section. As applicable, this should include the following.

4.1: Program Advisory Committee:

Narrative:

- Include Advisory Member Name/ Title/ Organization/ Length of Service on committee; note the Committee Chair with an asterisk (*).
- Upload meeting minutes from the previous spring and fall semesters and attach in the appendices section (10.0).

Member Name	Title	Organization	Length of Service
Tonda Lawrence*	Cosmetology Director	Independence Community College	4 years
Chelsea Bailey	Cosmetology Instructor	Independence Community College	2 ½ years
Angela Stroud	Cosmetology Instructor	Independence Community College	2 years
Kimberly Ballew	Licensed Cosmetologist	Smart Style- Independence, KS	3 years
Tina Cunningham	Policy representative	Aflac	3 years
Lindsey Forslund	Salon Owner	Reflections Salon- Independence, KS	3 years
Becky Thorenson	Licensed Cosmetologist	Cut Above- Independence, KS	3 years
Shelly Salmon	Licensed Cosmetologist	Luxe Beauty Lounge-Independence, KS	3 years
Alisa Beecham	Licensed Cosmetologist	The Cut Above- Independence, KS	1 year
Chelly Hoobler	Licensed Nail Technician	Creative Concepts- Independence, KS	1 year
Jessica Thummel	Instructor Training Student	Trackside Salon- Chanute, KS	1 year
Katie Capps	Licensed Cosmetologist	Luxe Beauty Lounge-Independence, KS	1 year
Lisa Hugo	Local business owner	Hugo's Industrial Supply	1 year
Tasha Crow	Licensed Cosmetologist	Envy Salon and Day Spa- Coffeyville, KS	1 year
Cori Johnson	Licensed Cosmetologist	Sonder Salon- Neodesha, KS	1 year
Rebekah Peitz	Technical Program Navigator	Independence Community College	1 year
Amanda Price	Licensed Cosmetologist	Envy Salon and Day Spa- Coffeyville, KS	1 year

Please see appendix for Advisory Board meeting minutes

4.2: Specialized Accreditation:

- Include Accrediting Agency title, abbreviation, ICC contact; Agency contact, Date of Last Visit, Reaffirmation, Next Visit, FY Projected Accreditation Budget.
- Upload the most recent self-study and site visit documents.
- Upload agency correspondence which confirm accreditation status.

Narrative:

Kansas Board of Cosmetology is our accrediting agency. ICC contact is Tonda Lawrence, Director of Cosmetology. Kansas Board of Cosmetology contact is Laura Glockner, interim executive director. Last inspection was January 23, 2018. Inspections are once a quarter and they are not scheduled.

Please see appendix for complete list of Kansas Board of Cosmetology approved accessible fines for Schools and Instructors

4.3: Other:

Discuss any external constituencies that may apply to the program. *(See Section 4.3 in the Program Review Handbook for more information.)*

Narrative:

Higher Learning Commission (HLC), the college's regional accrediting body, uses categories to evaluate the culture of continuous quality improvement on campus. We believe we fall under criterion 3 which is teaching and learning; quality, resources and support.

ICC currently has an articulation agreement with Tulsa Tech. Upon completion of Tulsa Tech's Cosmetology program and an additional 15 credit hours in Gen Ed courses from ICC they will be awarded an AAS.

5.0 Curriculum Reflection

5.1 Reflection on Current Curriculum

The program faculty should provide a narrative reflection that describes the program's curriculum holistically. The following are prompts formulated to guide thinking/reflection on curriculum. While presented in question form, the intent of the prompts is to stimulate thought and it is not expected that programs specifically answer each and every question.

- Is the curriculum of the program appropriate to the breadth, depth, and level of the discipline?
- How does this program transfer to four-year universities? (give specific examples)
- What types of jobs can students get after being in your program? (Please use state and national data)
- How dynamic is the curriculum? When was the last reform or overhaul?
- In the wake of globalization, how “internationalized” is the curriculum?
- How does the program assess diversity?
- Does the program have any community-based learning components in the curriculum?

Narrative:

The current curriculum is appropriate for this discipline. The multiple courses keep students engaged and on track while going through the program.

The cosmetology program does not include any courses that would transfer to a four-year university.

After completion of the Cosmetology program students can become a stylist (corporate or self-employed), a cosmetology instructor, platform artist, product ambassador or educator, Wholesale sales representative, management positions at a chain salon, eligible for a state licensing agency job (salon inspector).

We use Milady teaching materials and stay updated with the newest version. When the newest edition comes available we incorporate it into the curriculum. We make sure to stay up to date on current trends and procedures.

There are many states that will transfer Kansas curriculum clock hours that will go towards a license in that state.

We have an open enrollment policy. Our students are taught how to handle natural hair and deal with different hair types for different ethnicities.

The Cosmetology program incorporates community based learning by having the salon floor open to the public. Students are able to practice what they have learned on clients and build their confidence in the services they are providing. We have also helped multiple years with the Neewollah play production providing hair and makeup services.

5.2 Degree and Certificate Offerings or Support

Program faculty should list what degrees and certificates are offered and/or describe how the program curriculum supports other degrees and/or certificates awarded by the college.

Narrative:

Upon completion of the Cosmetology program students will be awarded a Certificate of Cosmetology. Students may complete 15 general education credit hours along with the 50 credit hours for the Cosmetology program and receive an Associates of Applied Science. Students enrolled in Instructor training will complete the 300 or 450-hour course and receive a Certificate for Instructor Training.

The program faculty should highlight noteworthy program accomplishments.

6.0 Faculty Success

6.1 Program Accomplishments

Narrative:

All Cosmetology Faculty members participated in ICC Foundation's Dancing with the Indy Stars to raise funds to buy new salon chairs, anti-fatigue mats, pedicure chairs, manicure chairs and facial and waxing tables. Enrollment has increased due to recruitment and volunteering within the surrounding communities, in April of 2018 we held an open house for the community and potential students. With increased enrollment we were approved by Kansas Board of Cosmetology to add another classroom. We worked with ICC maintenance to repaint the salon area and bring it up to date. We have also rearranged equipment/furniture to better utilize the space for increased enrollment. By changing out manicure and pedicure equipment we have made the salon more accessible to all clients. The program has partnered with State Beauty Supply in Joplin, MO hosting educational classes here in Independence for surrounding cosmetologists. The cosmetology program always offers free haircuts to first responders and military veterans, this brings more clients in the door and gives our students additional hands on experience. ICC Cosmetology also offers a discount to students, staff and faculty with their ICC ID. The Cosmetology students pass rates have steadily increased at the state level over the past 2 years on written and practical exam.

6.2 Faculty Accomplishments

The program faculty should highlight noteworthy accomplishments of individual faculty.

Narrative:

Tonda Lawrence, Director of Cosmetology, worked with the Kansas Board of Cosmetology to get reaccredited to teach the Instructor training program. She reinstated an advisory board with local professionals to help guide the program in a positive direction.

The 3 faculty members work well together in achieving set goals, not only for our students, but the program as a whole. We all work together to stay compliant with Kansas Board of Cosmetology rules and regulations in regard to curriculum and sanitation.

6.3 Innovative Research, Teaching and Community Service

The program faculty should describe how faculty members are encouraged and engaged in promoting innovative research, teaching, and community service.

Narrative:

With the ever-changing trends Cosmetology instructors stay up to date with product knowledge, application techniques, new tools, etc. We attend product and technique classes learning new skills that we incorporate into our curriculum. In our teaching material we have incorporated audio, video, internet research, demos from other professionals with our students participating in hands-on instruction.

ICC Cosmetology faculty and students volunteer skills and time for several community events. We have participated in Neewollah play production hair and makeup. We have offered nail services at Newton's True Value Ladies Night Out. ICC Cosmetology has partnered with ICC Theater to do hair and makeup for play productions. Cosmetology students and instructors have worked as volunteers at the Montgomery County Water Festival and Tot Olympics. Cosmetology has participated in collecting food for the Independence Food Basket, ICC Pirate Pantry and donations for A.W.O.L. for Love Independence Day.

7.0 Program Planning & Development for Student Success

7.1 Narrative Reflection on Qualitative and Quantitative Data and Trends

Provide a thoughtful reflection on the available assessment data. *(See Section 7.1 in the Program Review Handbook examples.)*

Narrative:

With the restructuring of the program, we have seen great success. We feel that students get more in-depth one-on-one time in each subject area. Students that have been through the 3-semester program have passed with a 75% or better score and obtained Cosmetology licensure. In the Fall of 2016 an additional full-time instructor was added.

From Fall 2016 to Spring 2018 the cosmetology program had 32 full time students and 3 part time students. 15 of these students were eligible during this time to test and receive licensure, 12 students passed with a 75% or higher on their practical exam, 11 of those passed the written exam with a 75% or higher and the 3-part time passed their exam with a 75% or higher score.

At this time students have expressed dislike of the daily hours that they attend school, absenteeism is an ongoing problem for the program as a whole. KBOC mandates that students complete 1500 clock hours within the current three semesters. We have noticed a decrease in 2nd semester enrollment due to students making different career choices.

7.2 Academic Program Vitality Reflection, Goals and Action Plans

The program vitality assessment, goals and action planning are documented by completing the Program Summative Assessment form.

Programs should use previous reflection and discussion as a basis for considering program indicators of demand, quality, and resource utilization and a program self-assessment of overall program vitality. *(See Section 7.2 in the Program Review Handbook for more information.)*

Narrative:

We believe that the Cosmetology program falls under Vitality Category 2: Maintain current levels of support and continuous improvement. We align with the mission statement because within 3 semesters students can be in the workforce. Cosmetology instructors keep up with current trends with in the field of hair, makeup, skin care and overall wellbeing. We constantly strive to make improvements as needed to further the education level of students.

7.3 Academic Program Goals and Action Plans

Programs will also establish or update 3 to 5 long-term and short-term goals and associated action plans which support student success. These goals should include consideration of co-curricular and faculty development activities. Long-term goals are considered to be those that extend 3 to 5 years out, while short-term goals are those that would be accomplished in the next 1 to 2 years. Additionally, programs should update status on current goals. Programs should use S.M.A.R.T. goal setting for this purpose. *(See Section 7.3 in the Program Review Handbook for more information.)*

Narrative:

Short term goals

- **Recruiting strategies:** Cosmetology department is working with Rebekah Peitz (navigator for technical programs) to ensure that our perspective students are contacted and receive a follow up, but don't get overwhelmed by being contacted by multiple people. We are scheduling an open house for perspective students from surrounding area, hoping to incorporate Oklahoma residents as well. Cosmetology is working with Rebekah about going into nonservice area schools that currently don't have cosmetology as an option. In talks with Kara Wheeler (VPAA) about the SB155 students from surrounding high schools enrolling in the cosmetology program.
- **Cosmetology scholarships:** we would like to look into incorporating scholarships specifically for cosmetology students that are going into this profession or a wellness profession under the scope of cosmetology such as massage therapy.
- **Increase enrollment:** enrollment will always be a short term and long-term goal for cosmetology.
- **Service sales:** increase salon service sales for true salon experience for our students.

Long Term goals

- **Increase enrollment and retention:** We would like to increase enrollment to 15-20 students per start date. Work out a plan to retain students not only in the Cosmetology program, but if this is not for them offer them courses at the main campus.
- **Add programs:** add additional programs that will accompany the profession of cosmetology such as massage therapy and barbering
- **Cosmetology area update:** as the program grows we need to incorporate some salon area updates such as, natural light enhancement like windows, adding a second exit, we would like to have a sign on the side of the building stating that we are a cosmetology school. Interior windows to help increase service sales and that also helps increase student experience. We would like to get new shampoo bowls that are ergonomic for our students.

7.4 Mission and Strategic Plan Alignment

Program faculty should indicate the ways in which the program's offerings align with the ICC mission. Also, in this section program faculty should provide narrative on the ways that initiatives may be tied to the ICC Strategic Plan and to HLC accreditation criterion. It is not necessary to consider an example for each HLC category, but program faculty are encouraged to provide one or two examples of initiatives in their program that are noteworthy. These examples may be helpful and included in future campus reporting to HLC. (Refer to section 4.3 for HLC categories)

Narrative:

We believe we fall under criterion 3 with the Higher Learning Commission which is teaching and learning; quality, resources and support.

We also believe that we align with Strategic Goal 2 of the 2018 Strategic Plan because our students graduate with a Certificate within 3 semesters and are ready to immediately enter the workforce.

8.0 Fiscal Resource Requests/Adjustments

8.1 Budget Requests/Adjustments

Based on program data review, planning and development for student success, program faculty will complete and attach the budget worksheets to identify proposed resource needs and adjustments. These worksheets will be available through request from the college's Chief Financial Officer. Program faculty should explicitly state their needs/desires along with the financial amount required.

Programs should include some or all of the following, as applicable, in their annual budget proposals:

- Budget Projections (personnel and operation)
- Position Change Requests
- Educational Technology Support
- Instructional Technology Requests
- Facilities/Remodeling Requests
- Capital Equipment

- Non-Capital Furniture & Equipment
- New Capital Furniture & Equipment
- Replacement Capital Furniture & Equipment

- Other, as applicable

- Accreditation Fee Request

- Membership Fee Request
- Coordinating Reports

Resource requests should follow budgeting guidelines as approved by the Board of Trustees for each fiscal year. The resource requests should be used to provide summary and detailed information to the division Dean and other decision-makers and to inform financial decisions made throughout the year.

Narrative:

The Cosmetology department needs to update our facility. We need to replace our current shampoo bowls ([see appendix for pricing](#)); the current ones are not ergonomically designed. Numerous times upon inspection from the Kansas Board of Cosmetology he has marked us for floors being in need of repair. There is a great possibility that we will soon be assessed a fine if

we don't take care of this matter. We've been working with head of maintenance to come up with the most economical way to fix it.

Our students are required to have their homework typed and take exams on computers because that is how it is done at the state level. Currently we have two computers available to our entire Cosmetology student body, so time is limited to when they can use it to type. All assignments are printed in the computer lab and they cannot be unsupervised due to Kansas Board of Cosmetology regulations. If we had laptops available for our students to use to complete their assignments so that we can maintain excellence in the program.

In the past the cosmetology faculty have used Perkins money for continuing education. Cosmetology instructors are required a minimum of 20 continuing education hours per two years. There is one national conference called CEA & AMP Convention held annually that is out of state and it is extremely beneficial in teaching techniques and trends. We receive 15 CEUs for this conference and would like to add it to our budget so that we can attend. The past 2 times we have attended, this conference has been in Las Vegas, NV and cost approximately \$4,000 for 3 full time instructors to go.

The Cosmetology program is accredited by Kansas Board of Regents and therefore the Kansas Board of Cosmetology waives our licensure fee.

Due to a projected increase in full time enrollment and a part time high school program this department will need additional space and reorganization of floor area such as making classrooms connect due to Kansas Board of Cosmetology compliance (see fine schedule under 4.2 in the appendix for unsupervised students in classroom/salon).

9.0 Program Planning and Development Participation

9.1 Faculty and Staff

Program faculty will provide a brief narrative of how faculty and staff participated in the program review, planning and development process. List the preparer(s) by name(s).

Narrative:

The Director of Cosmetology (Tonda Lawrence) and the two Cosmetology instructors (Chelsea Bailey and Angela Stroud) completed this comprehensive program review.

9.2 VPAA and/or Administrative Designee Response

After review and reflection of the *Comprehensive Program Review* or the *Annual Program Review*, the Division Chair and VPAA will write a summary of their response to the evidence provided. The Division Chair and VPAA's response will be available to programs for review and discussion prior to beginning the next annual planning and development cycle.

Narrative:

Program Review Committee Recommendation:

It is the recommendation of the committee to maintain current levels of support/continuous improvement-Category 2.

VPAA: I concur with the recommendation by the Program Review Committee for a Category 2: maintain current levels of support/continuous improvement.

10.0 Appendices

Any additional information that the programs would like to provide may be included in this section.

3.2 Assessment Data

Physical Services I COS2012 – Fall 2016

Assessment Outcomes, Measures and data

Outcome 1: Describe the purpose and effects of shampoos and rinses, scalp and hair treatments, manicure and pedicures, and massage movements.

Measure 1: Seventy-five percent of students will be able to know the proper shampoos, rinses, and scalp and hair treatments for the service that they are going to perform with 75% or higher accuracy.

Overall: 9 out of 10 students (90%) scored a 75% or higher on their product knowledge for their service.

Measure 2: Seventy-five percent of the students will be able to perform manicures, pedicures and massage movements with 75% or higher accuracy in the time allotted for that service.

Overall: 9 out of 10 students (90%) performed with 75% or higher accuracy providing each service.

Measure 3: Seventy-five percent of students will score a 75% or higher on a multiple choice test given on Chapters 11, 15, 25 and 26 with 75% or higher accuracy.

Overall: 9 out of 10 students (90%) scored a 75% or higher accuracy on the multiple choice tests.

Outcome 2: Explain and practice correct procedures for shampooing.

Measure 1: Seventy-five percent of students will score a 75% or higher on a multiple choice test over shampooing.

Overall: 9 out of 10 students (90%) scored a 75% or higher on the multiple choice test

Measure 2: Seventy-five percent of students will demonstrate a proper shampooing procedure with 75% or higher accuracy.

Overall: 9 out of 10 students (90%) demonstrated a proper shampoo with 75% or higher accuracy.

Outcome 3: Identify and select the appropriate materials, implements, and supplies for facials and make-up application.

Measure 1: Seventy-five percent of students will be able to perform a skin analysis and choose the proper products to use with 75% or higher accuracy.

Overall: 9 out of 10 students (90%) were able to perform the skin analysis and chose product with 75% or better accuracy.

Measure 2: Seventy-five percent of students will be able to demonstrate a facial with a 75% or higher accuracy in the time allotted.

Overall: 9 out of 10 students (90%) performed the facial with 75% or higher accuracy.

Measure 3: Seventy-five percent of students will score a 75% or higher on a multiple choice test over facials.

Overall: 9 out of 10 students (90%) scored a 75% or higher on the multiple choice facial test.

Results and Analysis- Physical Services I COS2012- Fall 2016

Findings: Showing videos and demoing each service to students before they tried it themselves helped them feel more confident the service they were going to perform.

Strengths: Prior to this course students don't have any hands-on practicals so they get very excited to get to work on the mannequins and each other.

Weaknesses: Students being able to complete a service and doing it well, but struggling with the timing aspect of the service.

Recommendations: Timing of services each time they perform it.

Actions: Have students time themselves while performing services and record it on their daily practical sheet to improve on their time-management.

Physical Services I COS2012 – Spring 2017

Assessment Outcomes, Measures and data

Outcome 1: Describe the purpose and effects of shampoos and rinses, scalp and hair treatments, manicure and pedicures, and massage movements.

Measure 1: Seventy-five percent of students will be able to know the proper shampoos, rinses, and scalp and hair treatments for the service that they are going to perform with 75% or higher accuracy.

Overall: 2 out of 2 students (100%) scored a 75% or higher on their product knowledge for their service.

Measure 2: Seventy-five percent of the students will be able to perform manicures, pedicures and massage movements with 75% or higher accuracy in the time allotted for that service.

Overall: 2 out of 2 students (100%) performed with 75% or higher accuracy providing each service.

Measure 3: Seventy-five percent of students will score a 75% or higher on a multiple choice test given on Chapters 11, 15, 25 and 26 with 75% or higher accuracy.

Overall: 2 out of 2 students (100%) scored a 75% or higher accuracy on the multiple choice tests.

Outcome 2: Explain and practice correct procedures for shampooing.

Measure 1: Seventy-five percent of students will score a 75% or higher on a multiple choice test over shampooing.

Overall: 2 out of 2 students (100%) scored a 75% or higher on the multiple choice test

Measure 2: Seventy-five percent of students will demonstrate a proper shampooing procedure with 75% or higher accuracy.

Overall: 2 out of 2 students (100%) demonstrated a proper shampoo with 75% or higher accuracy.

Outcome 3: Identify and select the appropriate materials, implements, and supplies for facials and make-up application.

Measure 1: Seventy-five percent of students will be able to perform a skin analysis and choose the proper products to use with 75% or higher accuracy.

Overall: 2 out of 2 students (100%) were able to perform the skin analysis and chose product with 75% or better accuracy.

Measure 2: Seventy-five percent of students will be able to demonstrate a facial with a 75% or higher accuracy in the time allotted.

Overall: 2 out of 2 students (100%) performed the facial with 75% or higher accuracy.

Measure 3: Seventy-five percent of students will score a 75% or higher on a multiple choice test over facials.

Overall: 2 out of 2 students (100%) scored a 75% or higher on the multiple choice facial test.

Results and Analysis- Physical Services I COS2012- Spring 2017

Findings: Smaller classes such as this one get more one on one time with the instructor and more time to practice practicals.

Strengths: Working on each other and mannequins in the 2nd 8 weeks after they have only been doing bookwork is exciting for the students and they try very hard to build their confidence with each service so they are prepared to work on salon clients.

Weaknesses: Timing is a huge part of this industry. Some students struggle getting the services done to our standards in a timely manner.

Recommendations: Timing services will help students feel prepared for their timed State level practical exam.

Actions: Have students time themselves while performing services and record it on their daily practical sheet to improve their time each time they perform the service.

Cosmetology Board Review COS2001- Fall 2017

Assessment Outcomes, Measures and Data

Outcome 1: Demonstrate foundational knowledge in core areas tested over the licensure exam.

Measure 1: Seventy-five percent of students will pass with a 75% or higher on a practice 120 question multiple choice exam with 100 questions over chapters studied during the program and 20 questions of Kansas Board of Cosmetology State Laws that is timed.

Overall: 3 out of 3 (100%) students passed the exam with 75% or higher accuracy.

Measure 2: Seventy-five percent of students will pass with a 75% or higher accuracy on a times practical practice exam including all the services that will be performed at the state level exam.

Overall: 3 out of 3(100%) students passed the practical exam with 75% or higher accuracy.

Outcome 2: Correctly pack bags for practical test

Measure 1: Seventy-five percent of students will pack with a 75% or higher accuracy the bags for their practice state practical test and will make sure that everything is labeled, clean and disinfected and that they have packed the correct implements to pass their test.

Overall: 3 out of 3(100%) students packed their bags with 75% or higher accuracy.

Measure 2: Seventy-five percent of students will pack with 75% or higher accuracy their bags for their Kansas Board of Cosmetology practical exam.

Overall: 3 out of 3(100%) students packed their bags with 75% or higher accuracy.

Outcome 3: Provide all needed documentation to program staff and to the state to be eligible to schedule a testing date for licensure exams.

Measure 1: One hundred percent of students will complete all weekly time records, daily practicals and passed all courses with a 75% or higher.

Overall: 3 out of 3 (100%) students completed these tasks with a 75% or higher accuracy.

Measure 2: One hundred percent of students will submit their high school diploma or GED to Kansas Board of Cosmetology prior to scheduling their exam.

Overall: 3 out of 3 (100%) students provided their documentation to the board.

Results and Analysis- Cosmetology Board Review COS2001- Fall 2017

Findings: After completion of this course students feel confident in their abilities to perform each service during their state level exam.

Strengths: Students seem to feel prepared to test at the state level.

Weaknesses: Timing seems to be the issue that we face most often with these being times tests, but once students get to this last 8 weeks of the program they were confident in their abilities.

Recommendations: Continue to stay up to stay with the changing testing procedures.

Actions: None

4.1 Advisory Board Meeting Minutes

ICC Cosmetology Department

Advisory Committee Minutes

11/7/16

Members Present:

Kim Booe, Lindsey Forslund, Becky Thorenson, Tina Cunningham, Tonda Lawrence, Chelsea Lumm, Angela Stroud

Guests Present:

Shelly Salmon, Alisa Beecham

Members Absent:

Chelly Hoobler

Call to Order:

Chairman, Tonda Lawrence, called the ICC Cosmetology Advisory Committee meeting to order at 4:00 p.m. Tonda welcomed everyone to the meeting and introduced all members and guests to each other.

Minutes:

Minutes of the last meeting were approved as submitted.

Unfinished Business:

There was no unfinished business brought before the committee.

New Business:

1. New Classroom – members were shown the new classroom utilized by the program and updated on the school’s growing enrollment.
2. Curriculum Change (3 semester) – Chairman explained the components of having a 3 semester program including the school the program was modified after, course requirements and layout, and financing for students. Chairman also explained the reason for adding student kits and testing money to the cost of the course.
3. Five students will finish in December – Chairman updated the Board about the 5 students who will finish the program in December and what her plan for testing them out of the program is. She also explained the process for getting the students enrolled to take state testing.

ICC Cosmetology Department

Advisory Committee Minutes

3/13/2017

1. Meeting called to order by Tonda Lawrence: 3:00 p.m.

Members in Attendance:

Tonda Lawrence – ICC Cosmetology Director
Angela Stroud – ICC Cosmetology Instructor
Chelsea Lumm – ICC Cosmetology Instructor
Jessica Thummel – ICC Cosmetology Student Instructor
Kimberly Ballew – Smart Style Management
Lindsey Forslund – Reflections Salon & Spa Owner

Members Not in Attendance:

Tina Cunningham
Chelly Hoobler
Becky Thorinson

2. Topics Discussed:

- **Dancing with the Indy Stars** –
Facility (Memorial Hall) accommodations were great for the event.
Raised approximately \$8,000
Plans for funds raised
- **Equipment** –
New Salon Chairs with Locking Hydraulics

New Salon Mats for Salon Area
Change Pedicure Chairs to lower hydraulic function
Change/New Facial Beds
Discussed where to buy: Sally's, State Beauty Supply, and Salon Centric

- **Spring Coining Ceremony** –
Date: May 1, 2017
3 Cosmetology Graduates & 1 Instructor Graduate
Held in Woods Room with cookies & punch
PowerPoint Presentation, Itinerary and Programs
Invites
 - **Job Placement** –
Review previous graduates who have been hired on with local salons.
Discussed openings for placing upcoming graduates in local salons.
 - **Marques Sutton** –
Barber from Tulsa with “Teach One Reach One”
Barbering and Clipper Class with ICC Students
April 10, 2017 10:00 a.m. – 12:30 p.m.
 - **Barbering Program** –
Recently obtained Cabinet Approval
Received High School Surveys & Conducted Tours of Facility
1500 Hour Program in 3 Semesters
Tuesday – Saturday School Week
Different Curriculum and Book from Cosmetology Program
3. Closing discussions over State Board Regulation, Challenges in the workplace, and progressive updates in the industry.
 4. Meeting came to a close by Tonda Lawrence: 4:30 p.m.

Independence Community College

Advisory Board Meeting

October 9, 2017

Members Present: Tonda Lawrence, Chelsea Bailey, Angela Stroud, Kim Ballew (Smartstyle, Independence), Tasha Crow (Envy Salon and Day Spa, Coffeyville), Amanda Price (Envy Salon and Day Spa, Coffeyville), Shelly Salmon (Luxx Beauty Lounge, Independence), Rickenia Botts (Prizms Salon, Independence), Jill Bell (Salon Centric), Laura Schaid (ICC), Lisa Hugo (Hugo's Industrial Supply), Katie Capps (Luxx Beauty Lounge, Independence) and Jessica Thummel (Rustic Roots Salon, Chanute)

Members Absent: Cori Erbe (Sonder Salon, Neodesha), Alisa Beecham (Creative Concepts, Independence), Brad Henderson (ICC) and Rebekah Peitz (ICC)

Welcome: Meeting began at 12:00 p.m. Tonda lead the meeting. We started the meeting with everyone present doing self-introductions. 13 members were present, 4 were absent.

Curriculum: Tonda discussed the curriculum for the cosmetology program. There was a table with the textbook and workbooks that we use. She went into detail about how those are used in the program and gave a quick breakdown of what the program consists of.

Coining Ceremony: Tonda informed everyone that the coining ceremony will be held December 11, 2017 at 6:00 p.m. in the Woods room at ICC West. She encouraged everyone to come if they were able to celebrate the students graduating the program. She described to them what the coining was how the night usually goes.

Salon Updates and changes: Tonda talked about all the changes that have been made to the salon and how those were possible because of the cosmetology department's involvement in Dancing with the Indy Stars. There were two students that competed in the dance competition as well as the students as a whole performing a number. Tonda explained that about \$8,000 was raised and that allowed her to buy 4 pedicure chairs, 10 styling chairs, 10 anti-fatigue mats, 3 facial tables, 6 new chairs for the manicuring area. The salon area also had been painted over the summer break.

Goals:

- **Enrollment** – Tonda explained that we would like for enrollment numbers to be higher and that the cosmetology department is working with admissions on different ideas to get more students in the door. She asked that if anyone at the meeting knew of anyone interested in the program to send them our way.
- **Massage therapy and barbering** – Tonda expressed how she is in hopes that massage therapy and barbering can be brought into the building. She explained that barbering is its own entity and they are covered under a different board than Cosmetology. Massage therapy does not have a governing body at this point. She is in hopes that the three programs could share a centrally located laundry room with commercial washers and dryers. There have been discussions about all this being brought in and a remodel would have to happen at ICC West to accommodate this.

Facebook page: Tonda explained how we have a private Facebook page dedicated to our advisory board and that Chelsea would add everyone to that page. This page is used to keep everyone updated on the dates and times of future meetings and any other information the member need to know.

Next meeting and time: Next meeting will be set for the spring. A date and time will be decided at a later date.

Questions: Lisa Hugo asked how long the program took to complete. Tonda answered with it's a three semester program and in those 3 semester 1500 clocked hours must be completed. Tasha Crow asked about a nail tech program. Tonda answered with there is not one offered at this time because students weren't able to get financial aid to go through so they had to pay out of the pocket. Tasha also asked about a part-time program for junior and senior high school students and Tonda responded with they do not get to test with the state until they are 18 and a high school graduate. Jessica Thummel said that she went to a cosmetology school that allowed part-time high school students and in her opinion they were going just to get out of class, not because they wanted to pursue this career. Rickenia Botts asked if barbering would need a separate instructor and Tonda said that it would because Barbering is covered under a different governing body so a cosmetologist cannot teach barbering without further training.

Salon Tours: Tonda took anyone that was interested on a quick tour of the cosmetology department to show everyone all the changes that have been made.

Adjournment: Meeting ended at 12:55 p.m.

Independence Community College

Advisory Board Meeting

April 3, 2018

12:00 p.m.

Members Present: Tonda Lawrence (ICC Cosmetology Director), Chelsea Bailey (ICC Cosmetology Instructor), Angela Stroud (ICC Cosmetology Instructor), Katie Capps (Luxx Beauty Lounge, Independence), Shelly Salmon (Luxx Beauty Lounge, Independence), Lisa Hugo (Hugo's Industrial Supply), Tasha Crow (Envy Salon and Day Spa, Coffeyville), Jaicey Gillum (ICC), Cori Johnson (Sonder Salon, Neodesha), Amanda Price (Envy Salon and Day Spa, Coffeyville), Rebekah Peitz (ICC), Laura Schaid (ICC), Brad Henderson (ICC), Kim Ballew (Smartstyle, Independence), ICC Cosmetology Students

Members Absent: Alisa Beecham (Creative Concepts, Independence), Amanda Price (Envy Salon and Day Spa, Coffeyville), Jessica Thummel (Trackside Salon, Chanute)

Welcome: Tonda started the meeting at 12:05 p.m. Tonda introduced member that were absent last meeting.

Approval of Minutes: Everyone present read through the minutes from the last meeting on October 9, 2017. Kim Ballew motioned to approve minutes. Minutes were approved.

Enrollment: Tonda let everyone know that the program is working on getting enrollment increased. Rebekah Peitz introduced herself as the Navigator for ICC West students, with that job she enrolls students and acts as their advisor. She talked about the Cosmetology Open House that will be April 4, 2018. She is hoping for a big enrollment push for high school students in the fall. Lisa asked how much of an increase in enrollment the program would like. Tonda said she would like to see an increase of 10-12 students more than what is currently enrolled. Tonda also mentioned that sometimes we have a high enrollment, but people leave the program because they do not fully understand what they are getting themselves into. Shelly asked how much time could be missed. Tonda answered with we would like them to have no more than 3 days, but that being said we handle attendance on an individual basis, such as somebody getting the flu and having a doctor say they can't come back to school then that student would be excused. Tonda explained that federal guidelines have become stricter on attendance policies in order to disburse money. Rebekah mentioned that ICC West is holding Tech Days that should benefit the tech programs and that it started off with about 50 students and they are close to 200 now.

Part-time High School Program: Jaicey Gillum talked about the SB155 that would make it possible for seniors in high school to spend part-time of their senior year attending cosmetology school. Tonda explained that after they go part-time their entire senior year then they will come back the following year to finish the program.

Fundraising: Tonda needs ideas to raise money for new equipment for the salon such as shampoo bowls. She was hoping to use Perkins money for equipment, but we were told that they are enforcing guidelines more on how that money can be spent. Cori mentioned that they did a Princess Tea Party and had really good luck with that. Brad talked about the last time one of those were held for the theater department and they had a good turnout. Brad, Rebekah and Kim said they would all be willing to help.

Graduation: Saturday, May 5th at Memorial Hall will be the spring graduation ceremony. Cosmetology will have 1 graduate for spring. The college had a fall graduation in December 2017 and there were 3 Cosmetology students that graduated.

Massage Therapy: Tonda said that she is still working on the Massage Therapy program and that she may need some help from Laura to get things started. Laura will send the KBOR packet. The massage program will be under cosmetology since there is no governing body. Tonda believes that it will be an inexpensive program to start. One of the Cosmetology instructors should be able to teach it for the time being. If the program takes off they can look into hiring a new instructor. Tonda talked about making this an evening class. Salons in the area that offer massage are Luxx Beauty Lounge, Envy Salon and Day Spa, Sonder Salon and Reflections Salon.

Open House: Open house is April 4th at 5:30 p.m. – 6:30 p.m. at ICC West. It is for perspective Cosmetology students. It is an opportunity for them to take a tour of the facility and ask any questions about the program.

Signs: Rebekah told members about how she is working along with Brad and the Fab Lab to get signs for the front of the building (ex. Cosmetology, culinary and vet tech) that way people driving by know what is in this building. Tonda said that a lot of information comes up on the marquee out front, but it's hard for people passing to read.

Questions: Cori asked about student kits. Tonda explained that students no longer get kits because perspective students couldn't start the program without paying for their kit out of pocket and that was creating a financial burden for them. Now their tools are supplied for them by the school and once they finish the program they leave with a pair of shears. Tonda also said that she noticed there were many things in their kits that were wasted and that the students never used. Shelly asked about the Barbering program and Tonda said that it is on hold for the time being because of the expense of it.

Job Openings: Envy has a nail tech position, an esthetician position and 2 full time salon chairs open. Smart style could possibly have a position opening soon. Luxx has room for one more stylist.

Meeting adjourned at 12:37 p.m.

4.2 KBOC Approved Assessable Fines list

Approved Assessable Fines by KBOC

Schools/Instructors – Cosmetology Professions

No disinfectant –school*

1st offense\$500

2nd offense\$1,000

Single-use items not discarded*

1st offense\$500

2nd offense\$1,000

Prohibited items (i.e. nail duster)*

1st offense\$500

2nd offense\$1,000 and conditions

Conditions

•1 year of licensure conditions with mandatory infection control seminar every quarter during year of conditions and no more than three infection control violations per inspection

•Mandatory monthly inspection with Board reimbursement of \$50 to \$100 per inspection depending on number of offenses

Instructor in training without supervision*

1st offense\$500

2nd offense\$1,000

Failure to post license (instructor or instructor in training)*

1st offense\$250

2nd offense\$500

Unsupervised Students (in theory room or on clinic floor)*

\$1,000

Failure to maintain student records*

\$500 per month

Invalid license (instructor or practitioner license expired) **

\$500; or

\$250 per month with proof of continued violation

Unlicensed instructor (never licensed as instructor or failed exams and continued to teach)** 1st

offense \$1,0002nd offense possible disciplinary action **Monthly Reporting of Student Hours**1st

offense Warning Letter2nd offense \$500**Submission of Late Apprentice Applications**\$25 against

applicant***Pursuant to K.S.A. 65-1903, the Board maintains the discretion to assess a fine not to**

exceed \$1,000.Pursuant to K.S.A. 65-1902, the Board maintains the discretion to assess a fine**

not to exceed \$1,500, or may issue such order and assess such fine. In determining the amount of

fine to be assessed, the board may consider the following factors: (1) Willfulness of the violation,

(2) repetitions of the violation and (3) risk of harm to the public caused by the violation.

8.1 Budget Request Form

Budget Request Form 2019-20

Request Details: (Please complete for each additional item)

Date of Request: _____ 3/13/2019 _____ Fiscal Year: __19-20 _____

Requestors Name: _____ Tonda Lawrence _____ Phone: ____ 5644 _____

Department: _____ Cosmetology _____ Building: __ West _____

Desired Cost: _____ \$2,000 _____ Estimated Purchase Date: _____

Request Description/Justification:

Include a detailed description of the project, requested item, or expense and justification. Attach additional documentation as necessary.

Shampoo sinks and chairs, we need 5 of each. Current Equipment is not standard height. With sinks attached to the wall it would provide more room to add portable stations for student growth. Getting the proper sinks would be ergonomically correct for the health of our students.

Strategic Goal/Mission Alignment:

Include a detailed explanation of how the requested budget expense ties to ICC's Mission and Strategic Plan.

We need to provide better equipment for student health and client comfort also to strive for excellence for the student experience.

Requested Amount and Sources:

Budget Line Number _____ TBD _____ Amount \$ _____
 Budget Line Number _____ Amount \$ _____

Annual Operating Cost Impact:

Provide cost estimates relating to the annual impact of this expense on the operating budget. For example, estimate increased maintenance, IT, or energy costs associated. If this is a project related to a new or expanded program, provide cost data, including costs for increased staff.

Indicate # of years, or if it is a reoccurring expense

Life (years): _____

	Annual Increase In Operating Costs	
Maintenance Costs:	?	Cost to install
Energy Costs:		
Salary/Benefits Costs:		
Construction Costs:		Not certain that there won't be extra plumbing and wall brackets.
IT Costs:		
Other Costs:		miscellaneous

Submission Authorization: Signature/Initials If No, Reason

Cabinet-Level Supervisor Yes/No _____

Chief Business Officer Yes/No _____

President Yes/No _____

Prioritization:

- Level 1: Life/Safety
- Level 2: Federal Compliance
- Level 3: Academic Mission
- Level 4: KPI/Operational Goals