



# **Cosmetology**

**Wisconsin Indianhead Technical College  
31-502-1 One-Year Technical Degree**

**2018  
Program Review**

## ACADEMIC PROGRAM REVIEW PROFILE

<b>Program Number &amp; Name: Cosmetology 31-502-1</b>		
<b>Academic Dean</b>	<b>Title &amp; Location</b>	<b>Phone &amp; Email</b>
Laura Wassenaar	Divisional Dean, Family & Consumer Services	Ext. 6217 laura.wassenaar@witc.edu
<b>Team Chairs</b>	<b>Title &amp; Location</b>	<b>Phone &amp; Email</b>
Jolie Losey	Cosmetology Faculty Rice Lake	ext. 5331 jolie.losey@witc.edu
Carol Goodale	Cosmetology Faculty Rice Lake	ext. 5399 carol.goodale@witc.edu
<b>Team Members</b>	<b>Title and Location</b>	<b>Phone and e-mail</b>
Dondi Erickson	Cosmetology/CE Faculty Adjunct	715-764-5375  dondierickson@charter.net
Sara Eckstein	Admissions Advisor  Rice Lake	ext. 5220  sara.eckstein@witc.edu
Rachel Berg	Counselor/Accommodations  Rice Lake	ext. 5258  rachel.berg@witc.edu
Megan Davis	Career Specialist  Rice Lake	ext. 5433  megan.davis@witc.edu
Cindy Miller	Admissions Advisor  Superior	ext. 6243  cindy.miller@witc.edu
Jean Engebretson	Cosmetology Faculty  Superior	ext. 6275  jean.engebretson@witc.edu
<b>**If you have more than 8 team members, right click the within the member table above and choose insert row above or below.</b>		
<b>Self-Study Areas:</b>		
<b>Required Elements:</b> Analysis of trends from Program Effectiveness Data Profile, Analysis of results of previous program improvement plans, Progress/results of TSA (including program & employability essentials)		
Choose from a minimum of 2 of the following other areas to study	<input type="checkbox"/> Academic Advising	

	<input type="checkbox"/> Accreditation/National or State Standards, Regulations, Compliance <input checked="" type="checkbox"/> Advisory Committees <input type="checkbox"/> Assessment of Student Learning <input type="checkbox"/> Budgeting Efficiencies/Costs per FTE <input type="checkbox"/> Career Outlook/Future Occupational Trends <input checked="" type="checkbox"/> Career Pathways <input type="checkbox"/> Collaboration/Partnerships <input type="checkbox"/> Curriculum Currency/modifications <input checked="" type="checkbox"/> Delivery Methods/Distribution of Offerings/Scheduling <input type="checkbox"/> Dual Enrollment <input type="checkbox"/> Equipment <input type="checkbox"/> Facilities <input type="checkbox"/> Faculty Credentialing/Development Needs <input type="checkbox"/> Online/Technology <input type="checkbox"/> Recruitment <input type="checkbox"/> Other _____
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<b>Program Information:</b>		
Capacity (new students admitted/year):		
Number of Faculty:	FT: <input checked="" type="checkbox"/> 4	PT: <input type="checkbox"/>
Statewide Curriculum:	Yes? <input type="checkbox"/>	No? <input checked="" type="checkbox"/>
<b>Program Accredited by:</b>		
Date of Last Accreditation N/A		
Date of Next Accreditation N/A		
Is a visit required? If so, when is the next visit? N/A		
<b>Program Licensed by:</b>		
Date of Last Licensing: N/A		
Date of Next Licensing: N/A		
Is a visit required? If so, when is the next visit? N/A		
<b>Please list other program and individual association and organizational memberships:</b>		
*No additions to current master WITC Fact Book List		

**SELF-STUDY CATEGORY RESULTS**

**Program and Category**

**Program: Cosmetology**

**Category: Analysis of Trends from Program Data Profile**

**Resources Contact(s) for this Category:**

Strengths	Opportunities
Course Completion	Average Annual Graduate Report shows very low wages (not counting tips, etc.), which does not accurately reflect true earning potential. Is there a way to more accurately and realistically provide this information to perspective students and/or parents?
Retention	FTE Summary-Noted decline in FTE beginning in 2014. Possibly explore whether or not this drop is related to recent program modifications- change from three semester program to two semester program.
Degree Attainment	Gap in conversion rate from applicants to admitted students.
Job Placement	
Number of Applicants	
Graduate Satisfaction	

**\*\*If you have more than 8 strengths and opportunities, right click the within the table above and choose insert row above or below., .**

What items in this category <b>MUST</b> be addressed on our improvement plan?	Gap in conversion rate from applicants to admitted students.
What items in this category <b>MIGHT</b> be addressed on the improvement plan?	FTE Summary-Noted decline in FTE beginning in 2014. Possibly explore whether or not this drop is related to recent program modifications- change from three semester program to two semester program.

**Team Rating**

Please indicate by an (X) the team rating of your program on this category.

<i>All areas need improvement</i>	<i>Some areas meet expectations, but most areas need improvement</i>	<i>All areas meet expectations —few areas need improvement</i>	<i>Exemplary—all areas exceed expectations—use as a model for other programs</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Additional Comments: (optional)**

## SELF-STUDY CATEGORY RESULTS

Program and Category			
<b>Program: Cosmetology</b>			
<b>Category: Analysis of results of previous program improvement plans</b>			
<b>Resources Contact(s) for this Category:</b>			
Strengths	Opportunities		
Retention	Graduate Survey Response Rate 80% (would like to see a 85% + Response Rate). Potential for increased instructor involvement with encouraging students to complete surveys.		
Graduation Rates	Low conversion rate from applicant to admitted status.		
Website Update 2017 (excellent program page)			
**If you have more than 8 strengths and opportunities, right click the within the table above and choose insert row above or below.			
What items in this category <b>MUST</b> be addressed on our improvement plan?	Low conversion rate from applicant to admitted status.		
What items in this category <b>MIGHT</b> be addressed on the improvement plan?	Graduate Survey Response Rate 80% (would like to see a 85% + Response Rate). Potential for increased instructor involvement with encouraging students to complete surveys.		
Team Rating			
Please indicate by an (X) the team rating of your program on this category.			
<i>All areas need improvement</i>	<i>Some areas meet expectations, but most areas need improvement</i>	<i>All areas meet expectations —few areas need improvement</i>	<i><u>Exemplary</u>—all areas exceed expectations—use as a model for other programs</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Additional Comments: (optional)			

## SELF-STUDY CATEGORY RESULTS

Program and Category			
<b>Program: Cosmetology</b>			
<b>Category: Progress/results of TSA</b> (includes program outcomes and Employability Essentials)			
<b>Resources Contact(s) for this Category:</b>			
Strengths	Opportunities		
High Completion Met (99%)	Incorporate newly revised Cosmetology WITC TSA Scoring guide based on (WTCS) modified/condensed program outcomes - Fall 2018.		
**If you have more than 8 strengths and opportunities, right click the within the table above and choose insert row above or below.			
What items in this category <b>MUST</b> be addressed on our improvement plan?	We are thoroughly satisfied with the TSA document and the high success of our students.  Incorporate newly revised Cosmetology WITC TSA Scoring guide based on (WTCS) modified/condensed program outcomes - Fall 2018.		
What items in this category <b>MIGHT</b> be addressed on the improvement plan?	There are no action plans that we will address on the improvement plan.		
Team Rating			
Please indicate by an (X) the team rating of your program on this category.			
<i>All areas need improvement</i>	<i>Some areas meet expectations, but most areas need improvement</i>	<i>All areas meet expectations —few areas need improvement</i>	<i>Exemplary—all areas exceed expectations—use as a model for other programs</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Additional Comments: (optional)			

## SELF-STUDY CATEGORY RESULTS

Program and Category			
<b>Program: Cosmetology</b>			
<b>Category: Advisory Committees</b>			
<b>Resources Contact(s) for this Category:</b>			
Strengths		Opportunities	
Involved advisory committee members & WITC staff participation at meetings/events.		Increase diversity of advisory committee membership/representation (i.e., chair rentals, salon owners, corporate salon manager, franchise salon owner/manager, etc.).	
Good representation of community-based employers.			
Members share current field-related needs and trends at each meeting.			
Members often participate in mock interviews with students.			
**If you have more than 8 strengths and opportunities, right click the within the table above and choose insert row above or below.			
What items in this category <b>MUST</b> be addressed on our improvement plan?		Increase diversity of advisory committee membership/representation (i.e., chair rentals, salon owners, corporate salon manager, franchise salon owner/manager, etc.).	
What items in this category <b>MIGHT</b> be addressed on the improvement plan?		Increase involvement of advisory committee member participation in program-related activities such as student recruitment, classroom presentations, etc.	
Team Rating			
Please indicate by an (X) the team rating of your program on this category.			
<i>All areas need improvement</i>	<i>Some areas meet expectations, but most areas need improvement</i>	<i>All areas meet expectations—few areas need improvement</i>	<i>Exemplary—all areas exceed expectations—use as a model for other programs</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Additional Comments: (optional)			

## SELF-STUDY CATEGORY RESULTS

Program and Category			
<b>Program: Cosmetology</b>			
<b>Category: Career Pathways</b>			
<b>Resources Contact(s) for this Category:</b>			
<b>Strengths</b>		<b>Opportunities</b>	
No formally established career pathways exist in this program currently.		Explore and potentially create new embedded or stand-alone program-related career pathways (i.e., Esthetics certificate, Nail Care Certificate, Men's Hair & Skin Care Certificate, etc.).	
		Explore and potentially create new dual credit, academy and/or Youth Options partnership opportunities with area high schools.	
**If you have more than 8 strengths and opportunities, right click the within the table above and choose insert row above or below.			
What items in this category <b>MUST</b> be addressed on our improvement plan?	Explore and potentially create new embedded or stand-alone program-related career pathways (i.e., Esthetics certificate, Nail Care Certificate, Men's Hair & Skin Care Certificate, etc.).  Explore and potentially create new dual credit, academy and/or Youth Options partnership opportunities with area high schools.		
What items in this category <b>MIGHT</b> be addressed on the improvement plan?			
<b>Team Rating</b>			
Please indicate by an (X) the team rating of your program on this category.			
<i>All areas need improvement</i>	<i>Some areas meet expectations, but most areas need improvement</i>	<i>All areas meet expectations—few areas need improvement</i>	<i><u>Exemplary</u>—all areas exceed expectations—use as a model for other programs</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Additional Comments: (optional)			

## SELF-STUDY CATEGORY RESULTS



**Program and Category**

**Program:** Cosmetology

**Category:** Delivery Methods/Distribution of Offerings/Scheduling

**Resources Contact(s) for this Category:**

Strengths	Opportunities
For some students, two semester, daytime program meets need and educational goal timeframe, with quicker access to job attainment.	Pattern of low enrollment/admission for January program starts.
	Some potential students are not able to take classes full-time, during daytime hours, due to jobs, child care, etc.
	Some students are not able to handle full-time school schedules/rigor.
	Create additional part-time program format for students who are not successful in full-time program so that they can still complete program and graduate.
	Explore and potentially develop new late afternoon/early evening part-time program option (January Start).

**\*\*If you have more than 8 strengths and opportunities, right click within the table above and choose insert row above or below.**

What items in this category <b>MUST</b> be addressed on our improvement plan?	Explore and potentially develop new late afternoon/early evening part-time program option (January Start).
What items in this category <b>MIGHT</b> be addressed on the improvement plan?	

**Team Rating**

Please indicate by an (X) the team rating of your program on this category.

<i>All areas need improvement</i>	<i>Some areas meet expectations, but most areas need improvement</i>	<i>All areas meet expectations —few areas need improvement</i>	<i><u>Exemplary</u>—all areas exceed expectations—use as a model for other programs</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Additional Comments: (optional)

## ACADEMIC PROGRAM IMPROVEMENT PLAN

<b>PROGRAM:</b>	Cosmetology	
<b>Defined Outcome</b>	Increase Diversity of Advisory Committee Membership	
<b>Metric</b> (How will you measure whether or not the outcome has been attained successfully?) <i>*Enter answer below</i>		
Each campus-based advisory committee will include one or more of the following representatives by Fall 2019: Industry Sales Representative, Independent Stylist/Contractor (Chair Rental), Program Graduate (Currently Working in Field), and a Corporate/Franchise Representative, in addition to typically prescribed committee membership. A minimum of one of these positions will be filled by a male representative.		
<b>Action Plan/Action Items &amp; Person(s) Responsible:</b> <i>Example: 1) Action Item #1 (Damian VonFrank, Ted May)</i> Jolie Losey, Carol Goodale, Jean Engebretson and April Thompson		<b>Timeline &amp; Resources:</b> <i>Example: 1) Fall 2018 – Need IT time to implement</i>
Each campus will complete an inventory of their current advisory committee membership and identify missing representatives, using criteria above.	Complete inventory by April, 2019	
Share position vacancies with advisory committees during Spring 2019 meetings and solicit ideas/contacts for new members.	Complete by May, 2019.	
Reach out to perspective new members based on referrals and recommendations above.	Complete by September 1, 2019.	
Partner new advisory committee members with current students and have them participate in combined student-initiated services/career interviews.	Complete prior to Fall (October/November), 2019 advisory committee meetings.	
Include interested new members in Fall 2019 advisory committee meeting invites.	Complete by fall meeting (October/November), 2019.	
New members participate in Fall 2019 advisory committee meetings and also share feedback regarding their student services/interactions.	November, 2019	
<b>**If you have more than 8 action items, right click the within the table above and choose insert row above or below.</b>		
<b>Note:</b> (A mid-year and year-end update will be required each year during implementation.)		
<b>Implementation Update (June 30, 2019):</b>		
<b>Instructions: Enter update text in box below, check a box below, and enter metric and results</b>		
Inventory of Advisory Committee memberships have been completed. Position vacancies were shared at the Spring Advisory Committee meetings. New members have been contacted and invited to join the Fall 2019 Advisory meeting.		
<input type="checkbox"/> <b>Met (include metric result)</b>		
<input checked="" type="checkbox"/> <b>Partially Met (include metric)</b>	Advisory committee membership inventories 100% complete as of May 2019. Position vacancies shared and referrals provided during spring 2019 meetings. Additional member recruitment and outreach in progress.	

Not Met (include metric)

*Divisional Dean Comments:*

*VP, Academic Affairs Comments:*

*Implementation Update (January 31, 2020):*

Met (include metric result)

Partially Met (include metric)

Not Met (include metric)

*Divisional Dean Comments:*

*VP, Academic Affairs Comments:*

*Implementation Update (June 30, 2020):*

Met (include metric result)

Partially Met (include metric)

Not Met (include metric)

*Divisional Dean Comments:*

“Effective March 25, 2020, Wisconsin Governor Evers directed a safer-at-home directive due to the Covid-19 pandemic. Under this order, all WITC Spring 2020 classes were delayed, cancelled or moved to an alternative delivery method. Due to the many required hours instructors and staff spent moving curriculum to alternate delivery modes, college leadership held requirement of the 6-month academic program review updates due June 1, 2020. Program review updates will next be required of this program in January 2021.”

*VP, Academic Affairs Comments:*

*Implementation Update (January 31, 2021):*

<input type="checkbox"/> <b>Met (include metric result)</b>	
<input type="checkbox"/> <b>Partially Met (include metric)</b>	
<input type="checkbox"/> <b>Not Met (include metric)</b>	

*Divisional Dean Comments:*

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*VP, Academic Affairs Comments:*

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*Implementation Update (June 30, 2021):*

<input type="checkbox"/> <b>Met (include metric result)</b>	
<input type="checkbox"/> <b>Partially Met (include metric)</b>	
<input type="checkbox"/> <b>Not Met (include metric)</b>	

*Divisional Dean Comments:*

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*VP, Academic Affairs Comments:*

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*Implementation Update (January 31, 2022):*

<input type="checkbox"/> <b>Met (include metric result)</b>	
<input type="checkbox"/> <b>Partially Met (include metric)</b>	
<input type="checkbox"/> <b>Not Met (include metric)</b>	

*Divisional Dean Comments:*

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*VP, Academic Affairs Comments:*

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*Implementation Update (June 30, 2022):*

<input type="checkbox"/> <b>Met (include metric result)</b>	
<input type="checkbox"/> <b>Partially Met (include metric)</b>	

<input type="checkbox"/> Not Met (include metric)	
<b>Divisional Dean Comments:</b>	
<b>VP, Academic Affairs Comments:</b>	
<b>Implementation Update (January 31, 2023):</b>	
<input type="checkbox"/> Met (include metric result)	
<input type="checkbox"/> Partially Met (include metric)	
<input type="checkbox"/> Not Met (include metric)	
<b>Divisional Dean Comments:</b>	
<b>VP, Academic Affairs Comments:</b>	

## ACADEMIC PROGRAM IMPROVEMENT PLAN

<b>PROGRAM:</b>	Cosmetology	
<b>Defined Outcome</b>	Create and implement a new delivery method for the 31-502-386 Cosmetology Fundamentals course, in an effort to increase student completion rates and improve course content distribution by Fall 2020.	
<b>Metric</b> (How will you measure whether or not the outcome has been attained successfully?)		
Increase the 31-502-386 Cosmetology Fundamentals course completion rate from 92.11% (FY17) to 96% by Spring 2021 (FY22).		
<b>Action Plan/Action Items &amp; Person(s) Responsible:</b> <i>Carol Goodale, Jolie Losey, Laura Wassenaar, Gini Germain</i>		<b>Timeline &amp; Resources:</b>
Explore, design and adopt alternative course delivery method option with a focus on 16 week hybrid design.		Cosmetology Divisional Team, Academic Deans, & Curriculum Office (as needed) -Initial team meeting August 2019, decision by October 2019.

Course redesign and hybrid curriculum development. Designate 1-2 faculty to create course. Complete & submit Curriculum Development Application, as applicable.	Designated program faculty, divisional team (added input), Curriculum Office & Curriculum Development funds.-October 2019.
Course redesign process/curriculum development	Completed by March 2020. Designated program faculty, divisional team, Curriculum Office, etc.
Divisional program team works through newly revised course curriculum (designated work day) and plans for collegewide implementation Fall 2020.	May 2020 - Divisional Team, Meeting Funds
Implement new course design, collegewide, Fall 2020.	Fall 2020 - Done!
Track and assess student completion rates at the end of Fall 2020 and Spring 2021 semesters and plan accordingly.	Divisional Program Team & Office of Institutional Effectiveness.

**\*\*If you have more than 8 action items, right click the within the table above and choose insert row above or below.**

*Note: (A mid-year and year-end update will be required each year during implementation.)*

**Implementation Update (June 30, 2019):**

**Instructions: Enter update text in box below, check a box below, and enter metric and results**

Exploration of alternative course delivery options will be discussed at the Fall 2019 Divisional meeting.

<input type="checkbox"/> <b>Met (include metric result)</b>	
<input type="checkbox"/> <b>Partially Met (include metric)</b>	
<input checked="" type="checkbox"/> <b>Not Met (include metric)</b>	Discussion will begin at the August 2019 Divisional Meeting.

**Divisional Dean Comments:**

**VP, Academic Affairs Comments:**

**Implementation Update (January 31, 2020):**

<input type="checkbox"/> <b>Met (include metric result)</b>	
<input type="checkbox"/> <b>Partially Met (include metric)</b>	
<input checked="" type="checkbox"/> <b>Not Met (include metric)</b>	Discussion and planning deferred to May 2020 Divisional Workday Meeting.

**Divisional Dean Comments:**

**VP, Academic Affairs Comments:**

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**Implementation Update (June 30, 2020):**

<input type="checkbox"/> <b>Met (include metric result)</b>	
<input type="checkbox"/> <b>Partially Met (include metric)</b>	
<input type="checkbox"/> <b>Not Met (include metric)</b>	

**Divisional Dean Comments:**

“Effective March 25, 2020, Wisconsin Governor Evers directed a safer-at-home directive due to the Covid-19 pandemic. Under this order, all WITC Spring 2020 classes were delayed, cancelled or moved to an alternative delivery method. Due to the many required hours instructors and staff spent moving curriculum to alternate delivery modes, college leadership held requirement of the 6-month academic program review updates due June 1, 2020. Program review updates will next be required of this program in January 2021.”

**VP, Academic Affairs Comments:**

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**Implementation Update (January 31, 2021):**

<input type="checkbox"/> <b>Met (include metric result)</b>	
<input type="checkbox"/> <b>Partially Met (include metric)</b>	
<input type="checkbox"/> <b>Not Met (include metric)</b>	

**Divisional Dean Comments:**

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**VP, Academic Affairs Comments:**

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**Implementation Update (June 30, 2021):**

<input type="checkbox"/> <b>Met (include metric result)</b>	
<input type="checkbox"/> <b>Partially Met (include metric)</b>	
<input type="checkbox"/> <b>Not Met (include metric)</b>	

***Divisional Dean Comments:***

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***VP, Academic Affairs Comments:***

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***Implementation Update (January 31, 2022):***

<input type="checkbox"/> <b>Met (include metric result)</b>	
<input type="checkbox"/> <b>Partially Met (include metric)</b>	
<input type="checkbox"/> <b>Not Met (include metric)</b>	

***Divisional Dean Comments:***

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***VP, Academic Affairs Comments:***

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***Implementation Update (June 30, 2022):***

<input type="checkbox"/> <b>Met (include metric result)</b>	
<input type="checkbox"/> <b>Partially Met (include metric)</b>	
<input type="checkbox"/> <b>Not Met (include metric)</b>	

***Divisional Dean Comments:***

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***VP, Academic Affairs Comments:***

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***Implementation Update (January 31, 2023):***

<input type="checkbox"/> <b>Met (include metric result)</b>	
<input type="checkbox"/> <b>Partially Met (include metric)</b>	
<input type="checkbox"/> <b>Not Met (include metric)</b>	

***Divisional Dean Comments:***

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***VP, Academic Affairs Comments:***



## ACADEMIC PROGRAM IMPROVEMENT PLAN

<b>PROGRAM:</b>	<b>Cosmetology</b>	
<b>Defined Outcome</b>	Increase Enrollment for Spring Cosmetology Program Starts, Collegewide (January 2019 & January 2020)	
<b>Metric</b> (How will you measure whether or not the outcome has been attained successfully?)		
January 2019- Increase enrolled (admitted & registered) students from 5/6 per campus to 10/12 per campus. January 2020-Increase enrolled (admitted & registered) students from 10/12 per campus to 14/16 per campus. Will utilize college enrollment funnel reports and CRM for tracking and measurement purposes.		
<b>Action Plan/Action Items &amp; Person(s) Responsible:</b> <i>Jolie Losey, Carol Goodale, Jean Engebretson, April Thompson</i>		<b>Timeline &amp; Resources:</b>
Program enrollment data will be reviewed and discussed during monthly program divisional Skype meetings.		September - May 2018-19 & September-May 2019-2020
Host collegewide fall interactive open house events at each location in collaboration with Student Services, Marketing, etc. Monitor and track perspective student participants through CRM, college enrollment funnel reports, etc.		November 2018 November 2019
Promote and facilitate program shadow experiences for perspective students. Include free "Day of Beauty" vouchers for return campus/program visits and experiences. Provide "shadows" with informational materials and promotional "bling". Monitor and track student shadows and follow progress via CRM. Review data throughout semester and modify outreach strategies as needed.		September-May 2018-19 & September 2019-2020
Instructors will make intermittent personal contacts to all perspective and admitted students, to build rapport and offer assistance, accordingly. Monitor and track student progress through CRM.		August - May 2018-19 & August-May 2019-2020
**If you have more than 8 action items, right click the within the table above and choose insert row above or below.		
<b>Note:</b> (A mid-year and year-end update will be required each year during implementation.)		
<b>Implementation Update (June 30, 2019):</b>		
<b>Instructions: Enter update text in box below, check a box below, and enter metric and results</b>		

Program enrollment data is being reviewed and discussed at monthly divisional meetings. Open house events were held at both program locations Fall 2019, generating interest and applicants. Program shadows and Days of Beauty are currently being implemented. Instructors from each campus location reviews monthly applicant/enrollment reports and makes individualized student contacts, as applicable.

<input type="checkbox"/> <b>Met (include metric result)</b>	
<input checked="" type="checkbox"/> <b>Partially Met (include metric)</b>	on going
<input type="checkbox"/> <b>Not Met (include metric)</b>	

***Divisional Dean Comments:***

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***VP, Academic Affairs Comments:***

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***Implementation Update (January 31, 2020):***

<input type="checkbox"/> <b>Met (include metric result)</b>	
<input checked="" type="checkbox"/> <b>Partially Met (include metric)</b>	Successfully completed all action plan steps within this area, collegewide, however did not fully meet outcome of increased enrollment-specifically in Rice Lake. Up until early January 2020, college enrollment reports reflected a full program in RL (18) with a waitlist. By spring semester start, enrollment had decreased to 5 or less students. Met with Student Services and Program Cross-functional team on 1.15.2020 to review drastic enrollment change and proactively plan for future intervention. remains Superior program remains status quo. Will continue to employ new strategies moving forward.
<input type="checkbox"/> <b>Not Met (include metric)</b>	

***Divisional Dean Comments:***

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***VP, Academic Affairs Comments:***

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***Implementation Update (June 30, 2020):***

<input type="checkbox"/> <b>Met (include metric result)</b>	
<input type="checkbox"/> <b>Partially Met (include metric)</b>	
<input type="checkbox"/> <b>Not Met (include metric)</b>	

***Divisional Dean Comments:***

“Effective March 25, 2020, Wisconsin Governor Evers directed a safer-at-home directive due to the Covid-19 pandemic. Under this order, all WITC Spring 2020 classes were delayed, cancelled or moved to an alternative delivery method. Due to the many required hours instructors and staff spent moving curriculum to alternate delivery modes, college leadership held requirement of the 6-month academic program review updates due June 1, 2020. Program review updates will next be required of this program in January 2021.”

***VP, Academic Affairs Comments:***

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***Implementation Update (January 31, 2021):***

<input type="checkbox"/> <b>Met (include metric result)</b>	
<input type="checkbox"/> <b>Partially Met (include metric)</b>	
<input type="checkbox"/> <b>Not Met (include metric)</b>	

***Divisional Dean Comments:***

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***VP, Academic Affairs Comments:***

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***Implementation Update (June 30, 2021):***

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<input type="checkbox"/> <b>Partially Met (include metric)</b>	
<input type="checkbox"/> <b>Not Met (include metric)</b>	

***Divisional Dean Comments:***

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***VP, Academic Affairs Comments:***

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***Implementation Update (January 31, 2022):***

<input type="checkbox"/> <b>Met (include metric result)</b>	
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<input type="checkbox"/> Partially Met (include metric)	
<input type="checkbox"/> Not Met (include metric)	

*Divisional Dean Comments:*

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*VP, Academic Affairs Comments:*

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*Implementation Update (June 30, 2022):*

<input type="checkbox"/> Met (include metric result)	
<input type="checkbox"/> Partially Met (include metric)	
<input type="checkbox"/> Not Met (include metric)	

*Divisional Dean Comments:*

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*VP, Academic Affairs Comments:*

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*Implementation Update (January 31, 2023):*

<input type="checkbox"/> Met (include metric result)	
<input type="checkbox"/> Partially Met (include metric)	
<input type="checkbox"/> Not Met (include metric)	

*Divisional Dean Comments:*

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*VP, Academic Affairs Comments:*

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## ACADEMIC PROGRAM IMPROVEMENT PLAN

<b>PROGRAM:</b>	Cosmetology
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<b>Defined Outcome</b>	Compile and report more accurate program graduate employment information, reflective of higher completion rates and annual salary. Improved survey completion rates will result in increased interest in Cosmetology field and program FTE. Reflect this new information on web and in related promotional materials.
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**Metric** Increase WITC Cosmetology Graduate Employment Survey completion rate from 74% (2016-17) to 90%, moving forward.

FTE's

<b>Action Plan/Action Items &amp; Person(s) Responsible:</b> <i>Carol Goodale, Jolie Losey, Jean Engebretson and April Thompson</i>	<b>Timeline &amp; Resources:</b> <i>Example: 1) Fall 2018 – Need IT time to implement</i>
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Individual instructors will be responsible for personally tracking, contacting and following up with assigned advisee graduates each semester. Contacts will include phone, email text, social media, etc. Results will be tracked and reported during monthly program divisional meetings, as applicable.	Follow-up will occur within 4-6 weeks upon graduation for each semester, beginning with the Fall 2018 graduates.
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Collaborate with the Office of Institutional Effectiveness (OIE) to determine an easy method of obtaining timely response results and creation of tracking method.	Jolie & Carol-Lead Facilitators - will initiate contact with OIE January 2019 and communicate plan with the divisional program team February 2019.
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Continue to advocate for new ways to provide accurate graduate salary information, more reflective of actual industry, on web and in other related program promotional materials. Anticipating this salary information will increase, thus attracting more potential students to the program/field (generating increased FTE).	Academic Deans and program faculty will continue to work with WTCS and college leadership, as applicable and as opportunities present themselves.
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**\*\*If you have more than 8 action items, right click the within the table above and choose insert row above or below.**

**Note:** (A mid-year and year-end update will be required each year during implementation.)

**Implementation Update (June 30, 2019):**

**Instructions: Enter update text in box below, check a box below, and enter metric and results**

Advisors made personalized contacts to graduates at the end of the Fall 2018 semester regarding graduate follow-up survey completion. Will also complete same process for May 2019 graduates. Advisors continue to monitor completion results and make additional contacts as needed. Program Review Facilitators did follow-up with OIE regarding response rates and tracking and communicated to divisional team.

<input type="checkbox"/> <b>Met (include metric result)</b>	
<input type="checkbox"/> <b>Partially Met (include metric)</b>	
<input checked="" type="checkbox"/> <b>Not Met (include metric)</b>	

***Divisional Dean Comments:***

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***VP, Academic Affairs Comments:***

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***Implementation Update (January 31, 2020):***

<input type="checkbox"/> <b>Met (include metric result)</b>	
<input checked="" type="checkbox"/> <b>Partially Met (include metric)</b>	Instructors working on above action items, awaiting final survey results from 2018-19 in June 2020.
<input type="checkbox"/> <b>Not Met (include metric)</b>	

***Divisional Dean Comments:***

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***VP, Academic Affairs Comments:***

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***Implementation Update (June 30, 2020):***

<input type="checkbox"/> <b>Met (include metric result)</b>	
<input type="checkbox"/> <b>Partially Met (include metric)</b>	
<input type="checkbox"/> <b>Not Met (include metric)</b>	

***Divisional Dean Comments:***

<p>“Effective March 25, 2020, Wisconsin Governor Evers directed a safer-at-home directive due to the Covid-19 pandemic. Under this order, all WITC Spring 2020 classes were delayed, cancelled or moved to an alternative delivery method. Due to the many required hours instructors and staff spent moving curriculum to alternate delivery modes, college leadership held requirement of the 6-month academic program review updates due June 1, 2020. Program review updates will next be required of this program in January 2021.”</p>
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***VP, Academic Affairs Comments:***

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***Implementation Update (January 31, 2021):***

<input type="checkbox"/> <b>Met (include metric result)</b>	
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<input type="checkbox"/> Partially Met (include metric)	
<input type="checkbox"/> Not Met (include metric)	

*Divisional Dean Comments:*

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*VP, Academic Affairs Comments:*

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*Implementation Update (June 30, 2021):*

<input type="checkbox"/> Met (include metric result)	
<input type="checkbox"/> Partially Met (include metric)	
<input type="checkbox"/> Not Met (include metric)	

*Divisional Dean Comments:*

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*VP, Academic Affairs Comments:*

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*Implementation Update (January 31, 2022):*

<input type="checkbox"/> Met (include metric result)	
<input type="checkbox"/> Partially Met (include metric)	
<input type="checkbox"/> Not Met (include metric)	

*Divisional Dean Comments:*

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*VP, Academic Affairs Comments:*

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*Implementation Update (June 30, 2022):*

<input type="checkbox"/> Met (include metric result)	
<input type="checkbox"/> Partially Met (include metric)	
<input type="checkbox"/> Not Met (include metric)	

***Divisional Dean Comments:***

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***VP, Academic Affairs Comments:***

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***Implementation Update (January 31, 2023):***

<input type="checkbox"/> <b>Met (include metric result)</b>	
<input type="checkbox"/> <b>Partially Met (include metric)</b>	
<input type="checkbox"/> <b>Not Met (include metric)</b>	

***Divisional Dean Comments:***

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***VP, Academic Affairs Comments:***

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