

New Program Request Form

CA1

General Information

Institution submitting proposal	Kansas City Kansas Community College
Name, title, phone, and email of person submitting the application <i>(contact person for the approval process)</i>	Dr. Beth Ann Krueger, Vice President Academic Affairs (913) 288-7100 bkrueger@kckcc.edu
Identify the person responsible for oversight of the proposed program	Cheryl Runnebaum, Dean of Career and Technical Education, (913) 288 – 7811, crunnebaum@kckcc.edu
Title of proposed program	Esthetics
Proposed suggested Classification of Instructional Program (CIP) Code	12.0409
CIP code description	A program that prepares individuals to cleanse, depilate, massage, and beautify the human body and to function as licensed estheticians and skin care specialists. Includes instruction in skin anatomy, physiology, and health; principles of nutrition; decontamination and infection control; health and safety; facial and body massage; body wrapping and spa treatments; temporary hair removal including waxing and tweezing; color and skin analysis; client consultation and care; applicable laws and regulations; business practices; and sometimes related alternative healing regimens.
Standard Occupation Code (SOC) associated to the proposed program	39.5094.00
SOC description	Provide skincare treatments to face and body to enhance an individual's appearance. Includes electrologists and laser hair removal specialists.
Number of credits for the degree <u>and</u> all certificates requested	40 credits – Certificate B
Proposed Date of Initiation	Fall 2020
Specialty program accrediting agency	None
Industry certification	Esthetician License

Signature of College Official  Date 3.16.2020

Signature of KBOR Official _____ Date _____

Esthetics – KCKCC – 40 credit hour Certificate Program

PROGRAM PROPOSAL NARRATIVE

Program Description

Esthetics Certificate – Esthetics is a two-semester program that contains 40 credits (1,000 hours) of technical and advanced technical courses. Upon successful completion of the Esthetics program, students will be eligible to take the practical and written licensure exam with the Kansas Board of Cosmetology to become a licensed Esthetician. Obtaining licensure will allow the student to be employed at spas and salons to perform services such as, but not limited to, facials, waxing, hair removal, and microdermabrasion.

Esthetics is not accredited by an outside agency. However, KCKCC will follow the rules and regulations of the Kansas Board of Cosmetology (KBOC), which is the approving agency for Esthetics licensure.

KCKCC is in the process of obtaining approval for licensure of the Esthetics program from the KBOC. All information required from the Kansas Board of Cosmetology is submitted and will be addressed at the next board meeting scheduled for March 9, 2020.

Catalog Description

The Esthetics program is a highly structured program that prepares the graduate to take the Kansas Board of Cosmetology written and performance exam required before graduate can become a licensed Esthetician. The curriculum includes both theory and practical application by training through a student-operated salon.

The Esthetics curriculum includes instruction on Skin Anatomy and Physiology, Infection Control, Skin Treatments and courses to support development of the student into a competent esthetician.

Program Objectives

- Promote values of skin care and overall wellness to clients by performing professional specialized skin care treatments.
- Perform skin care services -- skin treatments, hair removal, and makeup applications.
- Provide care to all clients using Kansas Board of Cosmetology Rules & Regulations, OSHA and EPA standards, and proper infection control.
- Demonstrate knowledge necessary to complete Kansas State Board of Cosmetology written and practical exams.

Admissions requirements:

Admission to Kansas City Kansas Community College is granted by meeting one of the following requirements:

- Must be a graduate from a regionally accredited high school or
- A transfer student in good standing, from a regionally accredited university/college or

A successful completer of General Education Development (GED) examination

Students are required to take the placement test. First-time college students who have taken the ACT or SAT within the last 24 months may be exempt from taking the placement evaluation in reading and writing if their score is ACT 23/SAT 575 in reading and English. First-time college students who have who have taken the ACT or SAT within the last 24 months may be exempt from taking the placement evaluation in Math if their score is ACT23/SAT 575 or higher in math.

Students must obtain a score of 240 on the reading portion of the placement test in order to gain admittance in the Esthetics program.

Graduation requirements:

- Complete program requirements with a 2.0 GPA or higher
- No outstanding obligations (tuition, bookstore, library, etc.)
- Students must complete written and practical exams prior to release of certificate

Demand for the Program

Although the Kansas Long-Term Occupational growth, according to the Kansas Department of Labor, will be 0.3%, the occupational outlook for the Kansas City area shows a projected increase of 6.5% over the next seven years. The projected annual replacement rate is 35 with the annual median wage for this occupation being \$32,962. The education level needed for this occupation is generally a post-secondary non-degree award.

An advisory committee meeting was held in July of 2018 where the committee members from industry were asked if an Esthetics program was needed. A questionnaire was given and the majority agreed that there is a need at their company for estheticians and also anticipate future needs for estheticians in the area. At the December 2018 advisory meeting, the committee members again discussed the possibility of an esthetics program and are excited at the possibility of KCKCC having an Esthetics program.

Beauty Brands has indicated a need for estheticians and will show support for the program by interviewing and possibly hiring graduates from the program. They have also stated they would speak to the esthetics class on a regular basis on different esthetics topics.

Fantastic Sam's stated they would support the program by serving on the Advisory Committee and giving presentations to the students on business opportunities. They have also agreed to interview and possibly hire graduate from the program.

Massage Envy would show support by serving on the advisory committee. They have stated they are excited by the prospect of future graduates of the program since they are always looking for quality estheticians.

Kansas City Kansas Community College does not have any formal partnership agreements for the Esthetics program at this time.

Duplication of Existing Programs

There are six institutions in the state of Kansas that offer an Esthetics program. One is in Manhattan, two are located in Wichita, and three are located in Overland Park. Of the six institutions that offer an Esthetics program only one, Johnson County Community College, is a Kansas Board of Regents approved program. Johnson County Community College is the only institution listed on the 2017 K-Tip data report.

Johnson County Community College data from the K-Tip Data report:

24 majors, 10 graduates, 6 total graduates exited and employed, \$13,782. annual median wage.

Collaboration was not pursued with Johnson County Community College due to the added costs that would be incurred by potential students in Kansas City, Kansas, which has a poverty rate of 18.4% according to www.census.gov. This is higher than the state average of 11.8%. The current student base consists of many individuals that do not have private transportation available to them. This means some would spend up to 3 hours traveling to and from school using the public transportation system. This adds the amount of time that students with children would need to have their children in daycare. The additional time and daycare costs, as well as the added cost to some for public transportation, could be a deterrent. For some, these additional costs may seem minimal; but for those living at or below poverty level, it makes a big difference.

Another reason collaboration was not pursued is that enrollment in the Esthetics program will include many high school students from the surrounding school districts who enroll under the provisions of Excel in CTE Initiative. If the Esthetics program were not available at KCKCC, these students would most likely not have the opportunity to attend an Esthetics program. Many local schools provide bus transportation to KCKCC. The additional distance to an institution further than KCKCC would take too much time from their daily schedule. In addition, most parents would not want their teens driving the interstate highway system to attend classes.

Program Information

Course Descriptions

ESTH 0100 – Esthetics

6 Credits

This course provides class instruction in skin care. Topics include sanitation, skin sciences, skin treatments, business practices and state law. This class meets 150 hours of the 1,000 contact hours required by the Kansas State Board of Cosmetology.

Prerequisites- Meet the requirements of the Kansas State Board of Cosmetology Apprentice License.

ESTH 0110 – Esthetics Clinical

4 Credits

This course provides skill instruction and practical application of skin care in a clinical setting. Topics include sanitation, skin sciences, skin treatments, business practices and state law. This class meets 100 hours of the 1,000 contact hours required by the Kansas State Board of Cosmetology.

Prerequisites- Meet the requirements of the Kansas State Board of Cosmetology Apprentice License and satisfactorily complete: ESTH 0100.

ESTH 0120- Intermediate Esthetics

6 Credits

This course provides skill instruction and practical application of skin care in a clinical setting. Topics include sanitation, skin sciences, skin treatments, business practices and state law. This class meets 150 clinical hours of the 1,000 contact hours required by the Kansas State Board of Cosmetology.

Prerequisites- Meet the requirements of the Kansas State Board of Cosmetology Apprentice License and satisfactorily complete: ESTH 0110.

ESTH 0130- Intermediate Esthetics Clinical

4 Credits

This course provides skill instruction and practical application of skin care in a clinical setting. Topics include sanitation, skin sciences, waxing, skin treatments, makeup, business practices and state law. This class meets 100 of the 1,000 contact hours required by the Kansas State Board of Cosmetology.

Prerequisites- Meet the requirements of the Kansas State Board of Cosmetology Apprentice License and satisfactorily complete: ESTH 0120.

ESTH 0200- Esthetics Essentials

7 Credits

This course provides class instruction in skin care. Topics include sanitation, skin sciences, waxing, skin treatments, body treatments, advanced therapies, business practices and state law. This class meets 170 hours of the 1,000 contact hours required by the Kansas State Board of Cosmetology.

Prerequisites- Meet the requirements of the Kansas State Board of Cosmetology Apprentice License and satisfactorily complete: ESTH 0130.

ESTH 0210- Esthetics Essentials Clinical

3 Credits

This course provides skill instruction and practical application of skin care in a clinical setting. Topics include sanitation, skin sciences, waxing, skin treatments, makeup, body treatments, advanced therapies, business practices and state law. This class meets 80 of the 1,000 contact hours required by the Kansas State Board of Cosmetology.

Prerequisites- Meet the requirements of the Kansas State Board of Cosmetology Apprentice License and satisfactorily complete: ESTH 0200.

ESTH 0220- Advanced Esthetics

7 Credits

This course provides class instruction in skin care. Topics include sanitation, skin sciences, waxing, skin treatments, makeup, body treatments, advanced therapies, preparation for state examinations, business practices and state law. This class meets 170 of the 1,000 contact hours required by the Kansas State Board of Cosmetology.

Prerequisites- Meet the requirements of the Kansas State Board of Cosmetology Apprentice License and satisfactorily complete: ESTH 0210

ESTH 0230- Advanced Esthetics Clinical

3 Credits

This course provides skill instruction and practical application of skin care in a clinical setting. Topics include sanitation, skin sciences, waxing, skin treatments, makeup, and preparation for state examinations, business practices and state law. This class meets 80 of the 1,000 contact hours required by the Kansas State Board of Cosmetology.

Prerequisites- Meet the requirements of the Kansas State Board of Cosmetology Apprentice License and satisfactorily complete: ESTH 0220

Program Outline

Course ID	Course Name	Credit Hours
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Semester 1:		
ESTH 0100*	Esthetics	6
ESTH 0110*	Esthetics Clinical	4
ESTH 0120*	Intermediate Esthetics	6
ESTH 0130*	Intermediate Esthetics Clinical	4
Semester 2:		
ESTH 0200*	Esthetics Essentials	7
ESTH 0210 *	Esthetics Essentials Clinical	3
ESTH 0220*	Advanced Esthetics	7
ESTH 0230*	Advanced Esthetics Clinical	3
Total Program Credits		40

**Indicates required courses*

KCKCC is currently licensed through the Kansas Board of Cosmetology for both the Cosmetology and Nail Technology programs. Licensure requires yearly inspections of the instructional areas -- both classroom and labs. Because of this, the approval process for licensure for the Esthetics program is not as in depth. The KBOC requires the curriculum outline, daily class schedule, inventory of all instructional equipment to be used during operation of the school and the enrollment agreement between KCKCC and the students. This must include the refund policy and policies of the school/program.

KCKCC in the process of obtaining approval for the Esthetics program from the KBOC. All information required from the Kansas Board of Cosmetology is submitted and will be addressed at the next board meeting scheduled for March 9, 2020.

Faculty

One full-time faculty member will be hired upon program approval. A part-time assistant or adjunct faculty will be hired as needed and as enrollment increases.

Qualifications and/or Certifications

- Licensed Esthetician or Cosmetologist
- Licensed Esthetician Instructor or Cosmetology Instructor
- Have a minimum of 2 years' experience within the esthetics field
- Have a minimum of 1 year teaching experience within the esthetics field
- Complete at least 20 hours of continuing education to maintain teaching license every two years
- Have a full array of all aspects of the esthetics industry (knowledge and usage techniques).

Cost and Funding for Proposed Program

Equipment, supplies and materials cost that will be incurred will be for normal equipment update and to replenish supplies needed.

Currently the KCKCC Cosmetology program is established and has a state of the art facility which includes two esthetics rooms. These would be utilized as a shared lab area since the Cosmetology curriculum includes some hours of esthetics. The rooms are already set up with equipment needed for

the Esthetics program. The main start-up costs for this program would be to hire a full-time faculty member and with growth in the program a PT lab assistant or adjunct faculty. There would also be a need to equip a practice facial room in the classroom.

Equipment and facility modifications will come from SB143 Vocational Education Capital Outlay funding. The college also incurred a savings from suspending two programs at the Pioneer Career Center - Building Engineering and Maintenance Technology & Commercial Equipment Repair Technology. Costs for personnel were saved by replacing a retired instructor with someone from one of the above programs. Revenue generated from salon services offered to the public as part of the practical portion of the program will help to fund the program in the years following. Once the program is approved, it may be eligible for Perkins funding. When necessary, equipment may be purchased using the capital outlay fund.

KCKCC has no formal agreements with another entity.

Program Review and Assessment

KCKCC has recently implemented a program review and assessment process. Programs will be placed on a program review schedule and will be reviewed on a 4-year cycle. Depending on the results of the 4-year cycle, a program may be required to submit one year reviews. The purpose is for the committee to make recommendations for improvement to programs. Once those recommendations are made, the programs will then work to implement the recommendations made.

Program Approval at the Institution Level

- Provide copies of the minutes at which the new program was approved from the following groups:
 - Curriculum Committee
 - Governing Board*(including a list of all Board members and indicate those in attendance at the approval meeting)*

Submit the completed application and supporting documents to the following:

Director of Workforce Development
Kansas Board of Regents
1000 SW Jackson St., Suite 520
Topeka, Kansas 66612-1368

KBOR Fiscal Summary for Proposed Academic Programs

CA-1a Form (2018)

Institution: Kansas City Kansas Community College
 Proposed Program: Certificate in Esthetics

IMPLEMENTATION COSTS

Part I. Anticipated Enrollment		Implementation Year	
Please state how many students/credit hours are expected during the initial year of the program?			
		Full-Time	Part-Time
A. Headcount:		16—40	0
Part II. Initial Budget		Implementation Year	
A. Faculty		Existing:	New:
Full-time	# 1	\$	\$ 45,813.80
Part-time/Adjunct	# 1	\$	\$ 24,012.00
		Amount	Funding Source
B. Equipment required for program		\$ 8,246.	Local
C. Tools and/or supplies required for the program		\$ 1,000.	Local
D. Instructional Supplies and Materials		\$ 5,462.	Local
E. Facility requirements, including facility modifications and/or classroom renovations		\$ N/A	
F. Technology and/or Software		\$ 0.0	
G. Other <i>(Please identify; add lines as required)</i>			
Total For Implementation Year		\$84,533.80	

PROGRAM SUSTAINABILITY COSTS (Second and Third Years)

Part I. Program Enrollment		Second and Third Years	
Please state how many students/credit hours are expected during the first two years of the program?			
		Full-Time	Part-Time
A. Headcount:		25—40	0
Part II. Ongoing Program Costs		First Two Years	
A. Faculty		Existing:	New:
Full-time	# 4	\$ 45,813.80	\$
Part-time	# 1	\$ 24,012.00	\$
		Amount	Funding Source
B. Equipment required for program		\$ 0.00	
C. Tools and/or supplies required for the program		\$ 0.00	Local
D. Instructional Supplies and Materials		\$ 4,380.	Local
E. Facility requirements, including facility modifications and/or classroom renovations		\$ N/A	
F. Technology and/or Software		\$ 0.00	
G. Other <i>(Please identify; add lines as required)</i>			
Total For Program Sustainability		\$ 74,205.00	

KBOR Fiscal Summary for Proposed Academic Programs

CA-1a Form (2018)

Please indicate any additional support and/or funding for the proposed program:

Kansas City Kansas Community College has an accredited and established Certificate in Cosmetology. Therefore, the costs associated to the program will be in creating a practice spa room that is adjacent to the classroom, Accreditation expenses, additional tools, supplies and equipment needed for that space.

Equipment and facility modifications will come from SB143 Vocational Education Capital Outlay funding. The college also incurred a savings from suspending two programs at the Pioneer Career Center - Building Engineering and Maintenance Technology & Commercial Equipment Repair Technology. Costs for personnel were saved by replacing a retired instructor with someone from one of the above programs. Revenue generated from salon services offered to the public as part of the practical portion of the program will help to fund the program in the years following.

Other sources of funding will come from: tuition, fees, post-secondary funding, grant options.

Submit the completed application and supporting documents to the following:

Director of Workforce Development
Kansas Board of Regents
1000 SW Jackson St., Suite 520
Topeka, Kansas 66612-1368

LETTERS
OF
SUPPORT



Beauty Brands Salon & Spa
1811 Village W. Parkway
Kansas City, Ks 66111

September 13, 2019

Support for the Esthetics Program for KCKCC- Tec.

To: The Kansas Board

I would like to take this opportunity to recommend that the Kansas Board approve Kansas City Kansas Community College's request to offer an esthetics program at the college. Currently there is a great demand for estheticians in salon and spas. We have such an opportunity for those skilled in esthetics who want to work in salon and spa environments.

I would further like to show our support for the effort by agreeing to interview graduate students for potential employment. We would also like to partner with the esthetics program as we do the cosmetology to speak to the class on a regular basis covering topics that are requested.

A handwritten signature in black ink that reads "Mandy Crane". The signature is written in a cursive, flowing style.

MANDY CRANE | General Manager

BEAUTY BRANDS

1811 Village West Parkway

Kansas City, KS 66111

913-299-1640

beautybrands.com

Fantastic Sams®

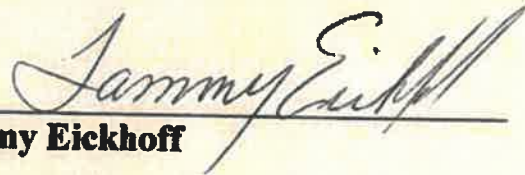
To: To who it my concern

**From: Fantastic Sams Salon Company
Tammy Eickhoff 816-694-6740 owner of four area FS Salons
8157 State Ave
Kansas City, Ks 66112**

I would like to take this opportunity to recommend for an Esthetics Program at Kansas City Kansas Community College TEC. Currently there is a great need for this in the beauty industry and it keeps growing each year. We have stylist that are wanted to go back to school for esthetics.

I would be willing to interview and possibly hire the students from this program. I would also continue to come in for advisory meetings and speak the students about business opportunities.

Sincerely,



Tammy Eickhoff



Massage Envy North Overland Park
9095 Metcalf
Overland Park KS, 66212

Debbie Wolf,

On behalf of Massage Envy Spas across the Kansas City Metro, I would like to express our full support for a new Aesthetics Department at Kansas City Kansas Community College Tec. This developing program would help fill a vast need for educated aestheticians in our clinics.

Massage Envy is the leading skin care provider in the country and our desire for more aestheticians grows as quickly as we do. Students coming out of your program would be highly desired and likely to find positions within our growing clinics. The services we provide offer challenging and rewarding hands on experiences to new and veteran aestheticians alike. We would be eager to interview and work with students graduating from your program.

It was also brought to our attention that you have an advisory board that meets two times a year, we would like to express our owners and managers interest in attending these meetings.

A new program like this would offer a valuable addition to a much needed workforce. We are constantly looking for quality aestheticians and are excited by the prospect of future graduates from Kansas City Kansas Community College Tec. We are in full support and truly look forward to working with you and your students in the future.

Respectfully,

Clinic Manager

Jessica Tilden

Jessica.tilden@massageenvy.com

**ADVISORY
COMMITTEE
MEMBERS

AND

SUPPORTING
MEETING MINUTES**

**KCKCC TECHNICAL EDUCATION CENTER
COSMETOLOGY DEPARTMENT ADVISORY COMMITTEE**

Jenn Williams	Salon Centric
Tosha Houston	Tosha's Hair Studio
Nancy Fangman	Great Clips
Tracy Hein	Great Clips
Teresa Matney	Great Clips
Tammy Eickchoff	Fantastic Sams
Michelle Butler	Fantastic Sams
Mandy Crane	Beauty Brands
Nicolhe Jones	NIJ Distributors
Kimberley Sprinkle	Hanzo Shears
Breanna Bell	Prestige Hair Studio

Kansas City Kansas Community College Technical Education Center
Cosmetology 12.0401/Nail Technology 12.0410
Program Advisory Committee Meeting
July 11, 2018
12:00 PM

Members in attendance:

Tracy Hein, Great Clips, Tammy Eickhoff, Fantastic Sams, Janice Williams, Barukh Beauty Salon, Nancy Fangman, Great Clips, Mandy Crane, Beauty Brands, Brenna Hoen, Beauty Brands, Breann Perri, Beauty Brands, Deb Wolf, KCKCC Cosmetology Instructor, Amber Crum, KCKCC Cosmetology Instructor, Kristy Davis, KCKCC Cosmetology Instructor, DeShawn Bailey, KCKCC Nail Technology Instructor, Kristin Povilonis, KCKCC

I. Welcome and Introductions

Deb Wolf, KCKCC Cosmetology Instructor, welcomed the group and introduced herself and the Cosmetology and Nail Technology instructors - Amber Crum, Kristy Davis and DeShawn Bailey.

Tammy Eickhoff offered to address the Cosmetology class and present the "Top 10 on Professionalism." It was decided that Mondays at 9:30 AM would be the best time to set up this presentation.

II. Esthetics Program

Deb Wolf asked advisory members if an esthetics program is needed at the college. Brenna Hoen, Beauty Brands, felt offering an esthetics program only enhances the cosmetology student's learning. Skin care is becoming very popular. Tracy Hein, Great Clips, stated she feels adding esthetics rounds out the education program. Tracy added that she had recently attended the Kansas Board of Cosmetology meeting and the esthetics group was very active and wanting changes so more that services can be offered with an esthetics license.

DeShawn Bailey asked if anyone had seen the summer training listing from Kansas Board of Cosmetology.

III. Facial Rooms

Amber Crum stated that the KCKCC-TEC Cosmetology department has two facial rooms. The rooms will be upgraded in the near future to be more spa-like. The program will be offering a new cosmetic line – BH Cosmetics. A trainer educated students and staff on the Bioelements line of the cosmetic line.

Deb Wolf said the Cosmetology Program gives students a chance to try different areas of the field to determine what they like (hair, coloring, esthetics, nails).

IV. Barbering Program

Deb said that KCKCC hoped to start the new Barbering Program the Spring of 2019. Deb stated that she needs two more letters of support for the program from companies that hire barbers. Tracy Hein says

she thinks the Barbering Program will be a good money generator for the school, but there is not much difference in skill levels between a barber and cosmetologist to warrant one extra semester for barbering certificate (500 hours). Breann Perri, Beauty Brands, stated that more men are coming in with pictures that involve razor cuts. As a cosmetologist, she cannot do razor cuts so it may be beneficial to go back to a Barbering Program to learn how to do those types of cuts. Mandy Crane, Beauty Brands, felt adding the Barbering Program would definitely generate more students as the closet Barbering School currently has a wait list. Deb added that if students attend at KCKCC, financial aid is available for that program.

Tracy said the state is looking for a Zone 4 Inspector, which oversees the Johnson and Wyandotte county areas. She added there is also a seat open on the Kansas Board of Cosmetology if anyone is interested.

V. SkillsUSA Competitions

The Cosmetology, Nail Technology, and Esthetics SkillsUSA competitions for Kansas were all held in Hutchison this year. DeShawn Bailey, KCKCC Nail Technology Instructor, stated his student won gold at the state level and took 8th at the national level out of about 35 teams in Louisville, Kentucky.

DeShawn said he watched the World SkillsUSA Cosmetology competition in Louisville and it was amazing. The winner will go on to competitions in Russia. He also watched the first SkillsUSA Barbering competition. He said it was very popular with a huge crowd. He said he could see the competition surpassing the cosmetology competition in popularity.

VI. How Are Our Students Doing for You?

The group discussed the employment of former students and how they were performing in their duties. Mandy added that she felt the program was doing well in preparing students to work in the real world. She is satisfied with the students that have come from KCKCC to work at Beauty Brands.

VII. Additional Education/Mentoring

The group discussed the different tuition rates at KCKCC, including the new Wyandotte County rate that has been added. Tuition increased starting in the Fall semester.

The group continued the Barbering discussion on how long the program would be at KCKCC.

Meeting Adjourned: 12:35 pm

Kansas City Kansas Community College Technical Education Center
Cosmetology 12.0401/Nail Technology 12.0410
Program Advisory Committee Meeting
December 10, 2018
3:00 PM

Members in attendance:

Jennifer Williams, Salon Centric, Michelle Butler, Tosha Houston, Nancy Fangman, Great Clips, Teresa Matney, Mandy Crane, Beauty Brands, Nicolle Jones, NJ Distributors, Kimberly Sprinkle, Hanzonation, Abraham Blanco, Antonio Heath, Brenna Hoch, Beauty Brands, Nikki Freeman, Beauty Brands, Deb Wolf, KCKCC Cosmetology Instructor, Amber Crum, KCKCC Cosmetology Instructor, Kristy Davis, KCKCC Cosmetology Instructor, DeShawn Bailey, KCKCC Nail Technology Instructor, Ashley Amine, KCKCC

I. Welcome and Introductions

Deb Wolf, KCKCC Cosmetology Instructor, welcomed the group and introduced herself and the Cosmetology and Nail Technology instructors - Amber Crum, Kristy Davis and DeShawn Bailey.

II. Cosmetology Updates

Deb Wolf updated Advisory members on the updates that have been done to the facial rooms. There are new beds, cabinetry, facial machines, and linens.

III. Nail Technology Updates

DeShawn Bailey said that a new lab assistant had been hired for the Nail Technology Program. There was an increase in the number of students in the fall semester from 4-5 in previous semesters to 15-20 for the fall semester. DeShawn credits the increase in student numbers to financial aid being available now for the Nail Technology Program.

IV. Barbering Program

Deb said that KCKCC had hoped to start the new Barbering Program in the Spring of 2019. But the program is still waiting for approval from KCKCC and KBOR. All needs assessments have been completed for the application. Cosmetology students would need one extra semester for a barbering certificate (500 hours).

Beauty Brands, Great Clips, Fantastic Sams, and the others all said that Barbering is huge. That even their cosmetologists are excited about the cosmetology and barbering coming together so they can get both licenses and learn both trades. All there said they would hire them and that it would be very smart for us to get the programs started ASAP.

V. Esthetics Program Updates

Beauty Brands was excited for the esthetics program while Nikki Freeman says there is a huge need for it. It is a very hot program as all the baby boomers are coming of age and are trying to not look it. With the younger generation all trying to look like movie stars and models, make up has become huge.

VI. Industry Input

The Advisory members discussed alternative routes to make students more comfortable with all services they learn. Discussion also centered around running more specials and advertising services in local high schools, rewards for students, timing, shadow program, student "look books" for job fairs, job placement, types of salaries, and field trip "rewards" to salons.

Meeting Adjourned: 3:45 pm

KCKCC Academic Policies Committee Minutes
September 24, 2019
2:15 pm
Board Room

I. Call to order: 2:17, quorum confirmed

II. Approval of Minutes: Sheldon moved to approve. Jon seconded. Approved.

Sheldon moved to change the order of business so that new business was first. Antonio seconded and all approved.

III. Old Business

1. New certificate – *Emergency Medical Services (EMS): New EMT certificate program. No new classes, but allows people interested in EMT program, but not fire-fighting, to be enrolled in a certificate program so that they can receive financial aid. Would go into effect in fall 2020.* Jon moved to accept the program. Dagny seconded. Motion passed.

2. New certificate – *Fire Science Firefighter: Freshman seminar class added to the current plan, otherwise no new classes. Program would begin in fall 2020.* Antonio moved to accept. Jake seconded. Motion passed.

3. Program modification – *Homeland Security: Adding freshman seminar, removing Business math as an option for math requirement. Math requirement is MATH104 or higher.* Sheldon moved to approve. Frankie seconded. Motion passed.

4. Program/Course modification – *CIST 0191 & CIST 0291: Previously this was one 4-credit hour course. Splitting it into two 3-credit hour courses makes them easier to transfer to a 4-year university. The first semester is a requirement, the second semester is an elective. Both classes will transfer.* Jon moved to accept changes. Antonio seconded. Motion passed.

5. 1.5 Credit hour classes- Denied by the deans.

IV. New Business

1. Baking AAS: new programs proposed for AAS and certificate. Jon suggest changing math requirement wording to include "or higher" after MATH104. There is no state alignment at this time

for culinary or baking. This is different than JCCC's program, which is more pastry driven. There is discussion with K-State about a transferable degree. It was noted that competencies are on the syllabi, which are not necessary. Only outcomes are required on the syllabi. It was pointed out that the total hours is listed as 63 but adds up to 64. It was pointed out that we are trying to lower degree requirements to 60, so suggested to reduce elective credit from 6 to 3 so that the total credits is 61. Business math needs to be removed as an option to satisfy the math requirement because the core curriculum committee has determined that it does not meet the requirements to be a general education course. Jake voiced concerns about this decision and brought up the need for a course to replace business math.

2. Baking Cert: Similar to AAS but without the gen. ed.
3. Culinary: Adding gen. ed. requirements to certificate to create AAS degree. Same suggested corrections as in baking, plus need to add the BLUE101 course.
4. Esthetics: New certificate program proposed. They will work toward creating an AAS next year.
5. Audio: Adding a second semester of critical listening. Deans did not accept idea of a 1.5 credit hour class, so instead add two 1-credit practicum classes and remove 3 hours of gen. ed. Degree credit hours remains the same.
6. Theatre: AGS is going away, so this restructured AA will give students the option of more theater tech skills. Several requirements were moved to electives. No changes made to gen. ed. Students who were in the AGS program have opted to move to AA.
7. ADCN AAS: Math requirement needs to be "MATH105 or higher" instead of "MATH106 or higher." Technical math option was removed. Acting class requirement was changed to any humanities course with Acting recommended. A few other changes made to allow more options and allow program completion more quickly. On APC form, "AAS" should be checked instead of "AGS."
8. ADCN Cert A: Intended for people with a Bachelor's in social work so that they can obtain a license in addiction counseling.
9. ADCN Cert B: Added psychology and social science research course.
10. Building Engineering: Program modification for existing certificate. Modifications made to meet industry changes. Gives students more technical training. Working on including more industrial maintenance. Current program only has Cert B. This modification adds a Cert A and Cert C. It was clarified that 16 credit hours is enough to qualify for Pell Grant. There is a plan to move toward an AAS.
11. Kathryn Lask: Presented initial work in changing paralegal program to legal studies program

Meeting adjourned at 3:47

Members present: Theresa Holliday, Deanne Yates, Sheldon Guenther, Antonio Cutolo-Ring, Frankie Davis, Ian Corbett, Shay Dodson, Jonathan Taylor, Dagney Velazquez, Jake Carmack

Visitors: Janice Spillman, Ahmed Aljanabi, Kathryn Lask, Jerry Pope, Michael James, Shawn McGivern, Lori Chaffin, Deb Wolfe, Richard Mcpeake, Cheryl Runnebaum

KCKCC Academic Policies Committee Minutes
October 29, 2019
2:15 pm
Board Room

- I. Call to order: 2:15, quorum confirmed.

- II. Approval of Minutes: Jake asked for modifications to the minutes. These were made, and Antonio moved to accept the minutes as modified. Sheldon seconded. Minutes were approved.

- III. Old Business
 1. Baking AAS: Math was changed to MATH104 or higher. Reduction of credit hours was also suggested at last meeting. Antonio moved to accept the program with the modifications that were suggested at last meeting. Jon seconded. Motion passed.
 2. Baking Cert: Similar to AAS but without the gen. ed. Ian moved to accept the program. Antonio seconded. Motion passed.
 3. Culinary: Adding gen. ed. requirements to certificate to create AAS degree. Antonio moved that we accept with the modifications suggested at last meeting. Frankie seconded. Motion passed.
 4. Esthetics: New certificate program proposed. They will work toward creating an AAS next year. Antonio moved to accept as presented. Jon seconded. Motion passed.
 5. Audio: Adding a second semester of critical listening. Ian moved that we approve. Antonio seconded. Motion passed.
 6. Theatre: restructured AA. Ian moved to accept as presented. Antonio seconded. Motion passed.
 7. ADCN AAS: Changes suggested in last meeting to AAS, Cert A, and Cert B were made. Antonio moved to accept the program modifications. Frankie seconded. Motion passed.
 8. ADCN Cert A: See #7
 9. ADCN Cert B: See #7
 10. Building Engineering: Program modification for existing certificate. Antonio moved to accept. Jon seconded. Motion passed.

Meeting adjourned at 3:21

IV. New Business

1. Ed announced that deans' council is looking at creating a 3-part syllabus. One part would be the addendum that is the same for all syllabi, one part is specific to each section, and the third part is the general syllabus for that class. Deans' council would like feedback from APC. There will also be a generic statement about placement

requirements rather than including specific placements for each course. He will send APC a sample.

2. Ed asked APC to come up with list of what specific syllabus changes need to come before APC. Discussion: Antonio proposed that pre-requisite changes need to come to APC. Janice said that course title, credit hour, and course description changes need to come through APC so that catalog can be changed. Jake asked about the changes of outcomes and competencies. Antonio said that we have never been the arbiter of outcomes and competencies. Jake suggested that we consider the four items: pre-requisites, course title, credit hour, and course description, and decide whether we need to add to this list. At the next meeting we will discuss again and hopefully make a final decision about what syllabus changes need to come to APC and how to communicate this.

Members present: Sheldon Guenther, Antonio Cutolo-Ring, Frankie Davis, Ian Corbett, Shay Dodson, Jonathan Taylor, Dagney Velazquez, Jake Carmack

Visitors: Janice Spillman, Michael James, Ed Kremer



Mission Statement: Inspire Individuals & enrich our community one student at a time.



Vision Statement: Be a national leader in academic excellence & partner of choice in the communities we serve.

**KANSAS CITY KANSAS COMMUNITY COLLEGE
Board of Trustees Meeting Agenda - Amended
December 17, 2019 – 5:00 P.M.**

**Upper Level Jewell Lounge
Kansas City Kansas Community College – Main Campus**

1. **Call to Order:** Chairwoman Brown called the meeting to order at 5:00 p.m. The Pledge of Allegiance was led by Ms. Tami Bartunek.
2. **Roll Call:** Indicated the following present – Trustees: Ash, Brown, Criswell, Daniels, Garner, McIntyre, and Sutton. All present.
3. **Approval of Agenda** – Chair Brown called for a motion to accept the Agenda. Dr. Mosier asked for the addition of four items to the Agenda – two additions to the Recognitions/Presentations, one to New Business regarding a contract agreement with Simplar, and one additional Executive Session for 10 minutes for preliminary discussion of the acquisition of land. Trustee Criswell made the motion with the added items. Trustee Sutton seconded the motion. **The Motion Carried.**
4. **Audience to Patrons and Petitioners:** Chair Brown extended the opportunity for anyone wishing to address the Board and asked that each person honor the five-minute time limit. Mr. Mark Dupree, district attorney of Wyandotte County, shared with the Board the launch of his crime prevention initiative in Wyandotte County schools. The “Brilliant, Outstanding, Leaders, Determined to make a Difference,” or B.O.L.D.D. Initiative will target middle and high school students and provide guidance through affirmation and mentorship for the students. The initiative will also provide five \$500-dollar scholarships for college education. DA Dupree thanked the KCKCC Administration for their leadership.
5. **Recognitions/Presentations:** Chair Brown invited Dr. Mosier to begin with the recognitions. He acknowledged Trustee Garner for jumping into his role as KCKCC Board Member with both feet. Dr. Mosier recognized the care and dedication to the college, students and community that Trustee Garner exhibited. He mentioned that Trustee Garner played an integral part in the reinstating the child care center, Little Leaders of KCK, and in improving the safety and security at KCKCC. Trustee Garner was appointed in March 2017 and began serving in April 2017. Trustee Garner acknowledged the pivotal and life-transforming impact that KCKCC has for improving the lives for community

members in Wyandotte County. He expressed his pride in the many projects implemented at KCKCC. Chair Brown thanked Trustee Garner for his service and mentioned that he would be missed.

- College Senate Chair, Mr. Darren Elliott, presented a resolution to Trustee Garner for his service as trustee on the KCKCC Board of Trustees.
 - Dr. Mosier stated that it was a distinct honor to present the recently elected Board of Trustee members to KCKCC – newly elected KCKCC Trustee, Ms. Pat Brune, and re-elected KCKCC Trustees, Mr. Don Ash, Ms. Rosalyn Brown, and Dr. Ray Daniels. Dr. Mosier invited them each to stand and led the trustees in the Oath of Office statement. Congratulations were extended by Trustee Sutton.
6. **Communications:** Chair Brown acknowledged that there were no communications to address. The Board moved forward with the Board Committee Reports.
7. **Board Committee Reports:** Chair Brown asked if there were any Board Committee Reports.
- Vice Chair Daniels shared that the Finance and Policy committees met and the Policy Committee has a policy to come forward for approval later in the meeting.
 - Trustee McIntyre attended the Governor’s Meeting and shared that community colleges were mentioned and are on the radar of the governor.
 - Trustee Ash shared about KACCT Quarterly meeting in Dec. 6 & 7, 2019. The members who attended heard from Lt. Gov. Lynn Rogers, received a property tax presentation, and information regarding the agenda for upcoming national meeting. Trustee Ash reiterated that community colleges are on the radar and the overall outlook is good. Chair Brown seconded the sentiments and encouraged other trustees to attend as often as possible. The next KACCT meeting for the PTK Program will be in March 2020 and in Garden City, KS in June 2020.
8. **Consent Agenda:** Chair Brown called for a motion to accept the Consent Agenda. Trustee McIntyre moved to accept the Consent Agenda. Trustee Criswell seconded the motion. **The Motion Carried.**
9. **Student Senate Report:** Chair Brown called for the report from Student Senate. Mr. Daniel Zacapa, Student Senate Chief Information Officer, presented the following on behalf of Mr. Jose Manuel “Manny” Paredes —
- Sponsored a Finals Breakfast for students with 310 students participated at Main campus, 325 at TEC, and approximately 100 at Pioneer Center.
 - Presented a \$500 scholarship from students to students to the KCKCC Foundation
 - Campus Wonderland for students with children Dec. 19th 2pm – 5pm in the Game Room. Invited community to donate more toys for children.
- Trustee Daniels moved to accept the Student Senate report. Trustee Criswell seconded the motion. **The Motion Carried.**

10. **President's Report:** Chair Brown called for the President's Report. Dr. Greg Mosier reported the following –

- College closed yesterday due to inclement weather. Some classes and students making up work for yesterday. Dr. Mosier expressed appreciation to faculty and staff for their efforts in supporting the students.
- The College is wrapping up the first 6-month implementation of Strategic Plan. In January, a synopsis progress report will be presented to the Board of Trustees.
- Lastly, Dr. Mosier wished everyone a happy holiday season.

Chair Brown called for a motion to accept the President's Report. Trustee McIntyre moved to accept the President's Report. Trustee Sutton seconded the motion. **The Motion Carried.**

11. **Vice President Academic Affairs Report:** Chair Brown called for the Vice President of Academic Affairs (VPAA) report. Dr. Beth Ann Krueger reported the following –

- Invited Dr. Tiffany Bohm to introduce faculty members presenting on active learning techniques. Mr. Todd Miles, Program Coordinator of Fire Science program, Mr. Pat Dunn and Mr. Andy Brooks, instructors from Fire Science. Presentation of fire action concepts from the candle dissection lab.
- Dr. Krueger provided information regarding a question the Board raised about the withdrawal rate at KCKCC – 6.5 to 7.2% during that last 3 fall semesters, which is a great position for KCKCC. The fall to fall freshmen retention rate is 62%. Acknowledge the Center for Teaching Excellence for supporting faculty with training and improving strategies and classroom pedagogy, and Dr. Wilson and her team in Student Affairs for providing a variety of services to assist students.
- Trustee Sutton asked whether the co-curricular activities would be on the transcript. No, however they are assessed. Students may put co-curricular activities in a portfolio which many colleges are beginning to consider. Dean Brewer answered that the Student Affairs are looking at tracking the co-curricular transcript. Andrica Wilcoxon is also adding the transcript online for students with a committee to assess and track the student information. It will have the seal and stamp from the college. Dr. Mosier added, regarding the withdrawal report, clarification of the data will be added in future reports. Trustee McIntyre mentioned that transportation was once an issue. Dr. Terry mentioned added that Student Affairs will add transportation as an option on the withdrawal form. Trustee Garner asked about the student ID being a bus pass and asked how many students are using their student ID to get to college or work. Mr. Beach answered that there is a report once to twice per year. In the report, the ridership is increasing each year, the students are getting great value for the passes, and the students are getting great treatment while on the bus.

Chair Brown asked if there were any additional questions. Hearing none, she asked for a motion to accept the Vice President of Academic Affairs report. Trustee Sutton

moved to accept the Vice President of Academic Affairs report. Trustee McIntyre seconded the motion. **The Motion Carried.**

12. **Vice President Student Affairs Report:** Chair Brown called for the Vice President of Student Affairs (VPSA) report. Dr. Stephen Terry, Dean of Enrollment Services, reported the following on behalf of Dr. Wilson –

- Expressed appreciation for the mention of transportation as an option for students during the withdrawal process. It will be added to the form for reference.
- Enrollment is stable. KCKCC is one of 3 community colleges across the state of Kansas that will break-even with enrollment.
- A new category of students, SCND – Some College, No Degree. KCKCC is reaching out these students from the last 5 years to invite them to complete their degree through a transcript evaluation.
- Spring enrollment has passed 3,000 students enrolled. Walk-in enrollment begins tomorrow. KCKCC has a culture of students enrolling closer to classes started as they make arrangements to attend classes around work and family commitments.
- Student Orientation is January 9th.
- Downtown Campus Center director was interviewed on Spanish radio.
- Career Center to open in January 2020 and will be led by the Career Services Coordinator, Mr. Mark Turner.
- Recognition for Student Services and Accessibility Team – students requesting support has more than doubled in the last year.
- TRIO Team – National Society of Leadership Success Inauguration.
- Only 17 beds available in student housing, which has over 138 beds. This shows great enrollment efforts.
- Athletic Director is considering elevating some KCKCC teams to Division I based on their success.
- Trustee Criswell asks what type of education are the SCND students seeking – community college or 4-year college. Dr. Terry shares that the National Clearinghouse Data could be used better as they are finding a lot of student that has transferred on and/or completed degrees. The others are the ones that the college is seeking reach.

Chair Brown asked if there were any additional questions. Hearing none, she asked for a motion to accept the Vice President of Student Affairs report. Trustee Criswell moved to accept the Vice President of Student Affairs report. Trustee Sutton seconded the motion. **The Motion Carried.**

13. **Vice President Strategic Initiatives & Outreach Report:** Chair Brown called for the Vice President of Strategic Initiatives & Outreach report. Ms. Tami Bartunek reported the following —

- Update on Behind the Scenes project – the College is on schedule and all initial documents have been submitted. Video shoot is scheduled for March 4th. A rough product is expected 6-8 weeks after.
- New billboard by the end of next week; can be seen heading west on I-70 to The Legends shopping center.
- Shared a highlight with the Programs with the President from Respiratory Therapy. Dr. Mosier interviewed Ms. Jennifer Gilmore. Program is accredited by the Commission on Accreditation for Respiratory Care (CoARC).
- National Council of Marketing and Public Relations – KCKCC is a Paragon Marketing Award finalist. KCKCC is the only finalist from Kansas.

Trustee Daniels asked how the College was nominated. Ms. Bartunek shared that the Marketing department submitted products for consideration. Trustee Garner asked about the College's cable channel and the consideration of airing some of the program highlights, college games and other current events as a marketing tool, and possibly conducting more interviews. Ms. Bartunek committed to looking these suggests. Trustee Sutton congratulated the students receiving pins in the Nursing program this evening. Chair Brown asked if there were any additional questions. Hearing none, she asked for a motion to accept the Vice President of Strategic Initiatives & Outreach report. Trustee Sutton move to accept the Vice President of Strategic Initiatives & Outreach report. Trustee Criswell seconded the motion. **The Motion Carried.**

14. **Chief Financial Officer Report:** Chair Brown called for the Chief Financial Officer's report. Mr. Michael Beach reported the following —

- Continued revisions of major policies. Policies from Finance Division to come to Policy Committee as they are prepared.
- Facilities department continues to do stellar job with projects. Trees have been planted and more boulders will be placed around campus. Stainless steel bearings will be installed near the entrances.
- Expenditures and revenues are on track. Nothing occurring to cause alarm.

Trustee Criswell asked about the frequency of vendor evaluation process and what it is based on. Mr. Beach shared that each vendor is evaluated annually unless there is a multiyear contract. Trustee Garner commended Mr. Beach, Dr. Mosier and the Campus Police department for making the investment in security enhancements.

Chair Brown asked if there were any additional questions. Hearing none, she asked for a motion to accept the Chief Financial Officer's report. Trustee Criswell moved to accept the Chief Financial Officer's report. Trustee McIntyre seconded the motion. **The Motion Carried.**

15. **Chief Human Resources Officer Report:** Chair Brown called for the Chief Human Resources Officer's report. Ms. Christina McGee reported the following –

- The College's pursuit of creating job descriptions has been finalized and will soon be accessible for all employees. The information will be placed on HR SharePoint site with position grade and salary ranges in January 2020.
- HR sent information to full-time faculty regarding their step and salary. HR will continue to do this with faculty and staff as well.
- Employee Recognition Dinner has been scheduled for May 1st.
- Employee Relations Committee is working on an employee recognition program to be vetted through President's Cabinet.

Trustee Garner asked about paperless office project in HR. Ms. McGee shared that her office has reduced paper down to two filing cabinets. Trustee Criswell commended Ms. McGee on the clear communications and processes from HR for KCKCC. Ms. McGee commended her team.

Chair Brown asked if there were any additional questions. Hearing none, she asked for a motion to accept the Chief Human Resources Officer's report. Trustee McIntyre moved to accept the Chief Human Resources Officer's report. Trustee Criswell seconded the motion. **The Motion Carried.**

16. **Chief Information Officer Report:** Chair Brown called for the Chief Information Officer's report. Mr. Randy Royer, Director of Media Services, reported the following on behalf of Mr. Gabriel –

- Media Services is in the process of revamping the KCKCC cable channel and using more content that KCKCC currently shoots for the channel. Beginning in January, more basketball games will be aired on the cable channel and, in spring, the baseball games will be aired as well.

Trustee McIntyre asked about getting KCKCC's award-winning music program aired and the possibility of creating a community schedule.

Chair Brown asked if there were any additional questions. Hearing none, she asked for a motion to accept the Chief Information Officer's report. Trustee Sutton moved to accept the Chief Information Officer's report. Trustee Criswell seconded the motion. **The Motion Carried.**

17. **Unfinished Business:** Chair Brown acknowledged that the student enrollment and withdrawal data had been shared during Dr. Krueger's report. The Board continued to the next item on the agenda.

18. **New Business:**

- Chair Brown invited Dr. Krueger to present regarding the Academic Calendars for FY 2021 – 2022 and FY 2022 – 2023. Dr. Krueger shared that the calendars were in Board packet for approval by the Board with no major changes.

Vice Chair Daniels moved for the approval of Academic Calendars for FY 2021 – 2022 and FY 2022 – 2023. Trustee McIntyre seconded the motion. **The Motion Carried.**

- Dr. Krueger continued with the presentation of New Academic Programs. She shared that Academic Policy requires that these programs be approved by the KCKCC Board of Trustees and presented to KBOR.

Vice Chair Daniels moved for the approval of New Academic Programs Trustee McIntyre seconded the motion. **The Motion Carried.**

- Chair Brown invited Dr. Mosier to present regarding the Artist's Gift to KCKCC – Ms. Rita Blitt Art Donation. Dr. Mosier shared that KCKCC was approached by artist representative of Ms. Rita Blitt, a nationally and internationally recognized artist from Kansas City. She would like to donate a large portion of her work to student populations were students who would not typically see museum-quality art. Spaces have been identified spaces at KCKCC and a significant donation to KCKCC is being discussed. Earlier this summer, a \$500,000-dollar donation was made by Ms. Blitt to KU-Edwards. The Math Watering Hole and TEC Multipurpose Room may be areas for her work to be showcased. Trustee Daniels asked about the insurance for art on campus, has it been assessed. Dr. Mosier will review any information regarding insurance for the art. Mr. Beach shares that the College will evaluate current policy and additional insurance will be added as needed.

Chair Brown asked for a motion to approve the KCKCC Audit Report. Trustee McIntyre moved to approve the update on the College Audit. Trustee Sutton seconded the motion.

The Motion Carried.

- Chair Brown invited Vice Chair Daniels to present on the new Academic Nepotism Policy. Vice Chair Daniels presented the Academic Nepotism Policy in the Board Packet for approval by the Board. McIntyre, Criswell.

Chair Brown asked for a motion to approve the Academic Nepotism Policy. Trustee McIntyre moved to approve the Academic Nepotism Policy. Trustee Criswell seconded the motion. **The Motion Carried.**

- Chair Brown invited Dr. Mosier to share about the contract with Simplar Foundation. Dr. Mosier explained that the contract with Simplar Foundation would be to enter a contract to secure property to build student housing in a P3 environment (private-public partnership). A group of researchers who specialize in procurement and project delivery will provide consultation services to KCKCC in the development and building of new student housing. The Finance Committee has discussed this process and partnering with the Simplar Foundation to put together data to make an informed decision about the pursuit of the student housing. Trustee Garner asked how did KCKCC come to know this company. Vice Chair Daniels shared that this was a service activity, not a bid-process. Dr. Mosier added that he learned of the organization publications and research supporting the efforts. A subscription with AIA-KS led to this organization that comes from the University of Kansas. KCKCC sat with their team to learn what they do, whom they have worked with, their services and extent of resources. The work will take place over a 2-year period. Trustee Garner clarified that the Simplar Foundation is a consulting company and not a construction company. Trustee Garner also asked that in fairness to the students, community, and college that the cost commitments be shared moving forward for the building projects. Vice Chair Daniels shared that transparency and being able to make informed decisions is the reason for moving forward with this organization. Trustee Sutton shared that the Simplar Foundation would provide the services and data to support the college in spending the tax payers' monies wisely in building student housing. Most of the fees will be paid by those living in the facility, not tax payers' dollars.

Vice Chair Daniels made a motion to accept the entrance into a consultation contract with Simplar Foundation. Trustee Criswell seconded the motion. **The Motion Carried.**

19. Executive Session(s):

1. Chair Brown called for a motion for the Board and the College Attorney to enter Executive Session for a period of 5 minutes for the purpose of consultation with legal counsel which would be deemed privileged pursuant of the attorney client relationship with possible action to follow. Vice Chair Daniels made the motion to enter Executive Session. Trustee McIntyre seconded the motion. **The Motion Carried.** The first Executive Session began at 7:01 p.m. and ended at 7:06 p.m. At 7:06 p.m., Chair Brown called the open session to order. She shared that there would be no action to follow the Executive Session.

2. Chair Brown called for a motion for the Board and the College Attorney to enter Executive Session for a period of 10 minutes for a preliminary discussion regarding the acquisition of land with possible action to follow. Trustee McIntyre made the motion to enter Executive Session. Trustee Criswell seconded the motion. **The Motion Carried.**

The second Executive Session began at 7:08 p.m. and ended at 7:18 p.m. At 7:19 p.m., the Board returned to the Upper Jewell meeting area to resume the meeting. Chair Brown called the open session to order at 7:25 p.m.

20. **Adjournment:** Chair Brown called for a motion to adjourn. Trustee Garner made a motion to adjourn the meeting. Trustee Criswell seconded the motion. **The Motion Carried.**

The meeting of the Board of Trustees adjourned at **7:28 p.m.**

ATTEST:



Chairperson, Dr. Ray Daniels



Secretary, Dr. Greg Mosier

**December 2019 Board Report
KCKCC Academic Affairs
New Program Submission**

Career and Technical Education Center –Dean Cheryl Runnebaum

Baking – New program

AAS – 61 credit hours

Certificate B – 39 credit hours

This program prepares individuals to serve as professional bakers and pastry specialist in restaurants or other commercial baking establishments. This includes instruction in bread and pastry making, bread and pastry handling and storage, cake and pastry decorating, baking industry operations, product packaging and marketing operations, and counter display and service. The demand within grocery stores, hotels, hospitals, schools and other food related businesses have grown in the past 5 years. Due to the demand from consumers wanting products made in-house, the demand has steadily increased for certified, trained bakers employed in these establishments. This degree will meet and exceed the needs of the employers by producing highly skilled and trained employees.

Culinary Arts – New program

AAS – 61 credit hours

Culinary Arts teaches students to master the fundamental skills of food service in hotels, restaurants, hospitals, catering, etc. The program contains daily classroom instruction with practical experience in food service preparation for public meetings and banquets. Expanding the Culinary Arts Certificate to an AAS offering will better serve the Greater Kansas City Area needs and will make our students more marketable in the industry; and provide them with a better opportunity of advancement. Using the data from the Kansas Industry and Occupational Outlook, positions for Restaurant Cooks is expected to increase by 19.9% (top 10 occupations by absolute change). Also, demand for combined food preparation and serving is expected to increase by 3,924 jobs by 2024. This program will allow a second exit point for students who choose to continue to obtain an AAS in Culinary Arts.

Esthetics – New program

Certificate B – 40 credit hours

The Esthetics program is a highly structured program which prepares students, upon satisfactory completion of the program, to take the Kansas Board of Cosmetology written and performance exam required before a graduate can become a licensed Esthetician. The curriculum includes both theory and practical application by training through a student-operated salon. Salons have expanded their services to include more esthetics. The occupational outlook projects a 7% increase in the need for Estheticians in the Kansas City area over the next three years. This

**December 2019 Board Report
KCKCC Academic Affairs
New Program Submission**

program would not require additional equipment since there are esthetics rooms already set up in the Cosmetology area.

*Building Engineering and Maintenance Technology – Program Modification
Certificate C – 50 credit hours*

This program prepares students for entry-level construction trades, residential remodeling, residential maintenance positions and industrial maintenance positions. The student will have the opportunity to obtain several industry-recognized certifications. The changes are necessary in order to meet the high demand of qualified workers, and our ever- evolving industry. Additionally providing course work and certifications in the mechanical trades, properly aligns with the maintenance field, and what is required by the industry professionals. With the additions to the program, students will have the ability to obtain the credentials, without the difficulty of finding additional funds.

Social and Behavioral Sciences and Public Service – Dean Cleon Wiggins

Addiction Counseling

AAS - 61 credit hours – Program Modification

Certificate B - 30 credit hours – Certificate B Modification

Certificate A– 18 credit hours – New Certificate A

The Addiction Counselor training program at Kansas City Kansas Community College provides course work designed to prepare individuals to become professionals in the field of substance use disorder (SUD) treatment. Combining traditional theoretical and experiential learning, the Addiction Counselor training program offers students the opportunity to grow personally and professionally, KCKCC works to provide an open and flexible learning environment. Scheduling and advising is tailored to the needs of students be they working professional, traditional students or nontraditional students returning to school to take their careers in a different direction. Within the AAS degree, add in one class to technical requirements (Research Methods); modify the required general education courses to make additional options open to students making it easier for them to complete the degree and insure transferability of all general education course work for the degree.

Within the Certificate B, the research methods course is required for licensure but was grandfathered in a few years after licensure was implemented in the state. Historically a course was not offered at KCKCC that met this requirement. Now the psychology department offers this course, so adding it to the certificate is recommended to make the certificate truly provide all course work a student, who qualifies for the certificate, would need for licensure with the state of Kansas.

The Certificate B is a request to add a new 18-hour credit certificate. This will target a specific group (BSW) that would want to join the addiction profession and specifically obtain their addiction-counseling license with the regulatory board in Kansas. The board only required an

**December 2019 Board Report
KCKCC Academic Affairs
New Program Submission**

additional 12 hours of course work on top of the LBSW to obtain the Licensed Addiction Counselor licenses.

Esthetics Program Layout Certificate B

Course ID	Course Name	Credit Hours
Semester 1:		
ESTH 0100	Esthetics	6
ESTH 0110	Esthetics Clinical	4
ESTH 0120	Intermediate Esthetics	6
ESTH 0130	Intermediate Esthetics Clinical	4
Semester 2:		
ESTH 0200	Esthetics Essentials	7
ESTH 0210	Esthetics Essentials Clinical	3
ESTH 0220	Advanced Esthetics	7
ESTH 0230	Advanced Esthetics Clinical	3
Total Program Credits		40

KBOR Fiscal Summary for Proposed Academic Programs

CA-1a Form (2018)

Institution: Kansas City Kansas Community College

Proposed Program: Certificate in Esthetics

IMPLEMENTATION COSTS

Part I. Anticipated Enrollment		Implementation Year		
Please state how many students/credit hours are expected during the initial year of the program?				
		Full-Time	Part-Time	
A. Headcount:		16—40	0	
Part II. Initial Budget		Implementation Year		
A. Faculty		Existing:	New:	Funding Source:
Full-time	# 1	\$	\$ 45,813.80	Local
Part-time/Adjunct	# 1	\$	\$ 24,012.00	Local
		Amount	Funding Source	
B. Equipment required for program		\$ 8,246.	Local	
C. Tools and/or supplies required for the program		\$ 1,000.	Local	
D. Instructional Supplies and Materials		\$ 5,462.	Local	
E. Facility requirements, including facility modifications and/or classroom renovations		\$ N/A		
F. Technology and/or Software		\$ 0.0		
G. Other <i>(Please identify; add lines as required)</i>				
Total For Implementation Year		\$84,533.80		

PROGRAM SUSTAINABILITY COSTS (Second and Third Years)

Part I. Program Enrollment		Second and Third Years		
Please state how many students/credit hours are expected during the first two years of the program?				
		Full-Time	Part-Time	
A. Headcount:		25—40	0	
Part II. Ongoing Program Costs		First Two Years		
A. Faculty		Existing:	New:	Funding Source:
Full-time	# 4	\$ 45,813.80	\$	Local
Part-time	# 1	\$ 24,012.00	\$	Local
		Amount	Funding Source	
B. Equipment required for program		\$ 0.00		
C. Tools and/or supplies required for the program		\$ 0.00	Local	
D. Instructional Supplies and Materials		\$ 4,380.	Local	
E. Facility requirements, including facility modifications and/or classroom renovations		\$ N/A		
F. Technology and/or Software		\$ 0.00		
G. Other <i>(Please identify; add lines as required)</i>				
Total For Program Sustainability		\$ 74,205.00		

KBOR Fiscal Summary for Proposed Academic Programs

CA-1a Form (2018)

Please indicate any additional support and/or funding for the proposed program:

Kansas City Kansas Community College has an accredited and established Certificate in Cosmetology. Therefore, the costs associated to the program will be in creating a practice spa room that is adjacent to the classroom, Accreditation expenses, additional tools, supplies and equipment needed for that space.

Equipment and facility modifications will come from SB143 Vocational Education Capital Outlay funding. The college also incurred a savings from suspending two programs at the Pioneer Career Center - Building Engineering and Maintenance Technology & Commercial Equipment Repair Technology. Costs for personnel were saved by replacing a retired instructor with someone from one of the above programs. Revenue generated from salon services offered to the public as part of the practical portion of the program will help to fund the program in the years following.

Other sources of funding will come from: tuition, fees, post-secondary funding, grant options.

Submit the completed application and supporting documents to the following:

Director of Workforce Development
Kansas Board of Regents
1000 SW Jackson St., Suite 520
Topeka, Kansas 66612-1368

SYLLABUS

DATE OF LAST REVIEW:	9/4/2019
CIP CODE:	12.0409
SEMESTER:	Departmental Syllabus
COURSE TITLE:	Esthetics
COURSE NUMBER:	ESTH 0100
CREDIT HOURS:	6
INSTRUCTOR:	Departmental Syllabus
OFFICE LOCATION:	Departmental Syllabus
OFFICE HOURS:	Departmental Syllabus
TELEPHONE:	Departmental Syllabus
EMAIL:	Departmental Syllabus <i>KCKCC-issued email accounts are the official means for electronically communicating with our students.</i>

PREREQUISITES: Meet the requirements of the Kansas State Board of Cosmetology Apprentice License.

REQUIRED TEXT AND MATERIALS: Please check with the KCKCC bookstore, <http://www.kckccbookstore.com> for the required text for your particular class.

COURSE DESCRIPTION: This course provides class instruction in skin care. Topics include sanitation, skin sciences, skin treatments, business practices and state law. This class meets 150 hours of the 1,000 contact hours required by the Kansas State Board of Cosmetology

METHOD OF INSTRUCTION: A variety of instructional methods may be used depending on content area. These include but are not limited to: lecture, multimedia, cooperative/collaborative learning, labs and demonstrations, projects and presentations, speeches, debates, and panels, conferencing, performances, and learning experiences outside the classroom. Methodology will be selected to best meet student needs.

COURSE OUTLINE:

- I. Anatomy and Physiology
 - A. Cells
 - 1. Cell Structure

- B. Tissues
 - 1. Types of Tissues
- C. Organs & Body Systems
 - 1. Types of major organs
 - 2. Types of body systems
- D. Chemistry
 - 1. Organic Chemistry
 - 2. Inorganic Chemistry
- E. Matter
 - 1. Elements & Molecules
 - 2. Atoms
 - 3. States of Matter
 - 4. Physical and Chemical Properties and Changes
- II. Facial Treatment Room
 - A. Supplies and equipment in facial room
 - B. Setup and decontamination procedures
- III. Electrotherapy
 - A. Contraindications
 - B. Galvanic Current
 - C. High-frequency Machine
- IV. Business Practices

EXPECTED LEARNER OUTCOMES:

- A. The student will be able to explain the basic structure of a cell.
- B. The student will be able to explain the types of tissues.
- C. The student will be able to classify the function of the major body organs.
- D. The student will be able to classify the function of the body systems
- E. The student will be able to identify the branches of chemistry.
- F. The student will be able to identify the properties of matter.
- G. The student will be able to explain facial equipment and room set-up.
- H. The student will be able to explain setup for facial service and proper decontamination.
- I. The student will be able to identify types of electrotherapy used by estheticians.
- J. The student will be able to explain uses for steamer, wood's lamp, and paraffin.
- K. The student will be able to execute best practices for facial services.

COURSE COMPETENCIES:

- The student will be able to explain the basic structure of a cell.*
- 1. The student will be able to define and understand what a cell is.
 - 2. The student will be able to define cell mitosis, phases of metabolism, anabolism and catabolism.
- The student will be able to explain the types of tissues.*
- 3. The student will be able to identify the purposes of connective and adipose tissues.
 - 4. The student will be able to identify the function of epithelial tissue, muscle tissue, and

nerve tissue.

The student will be able to classify the function of the major body organs.

5. The student will be able to explain the function of the brain, eyes, heart, kidneys, lungs, liver, skin, stomach, and intestines.

The student will be able to classify the function of the body systems.

6. The student will be able to define and explain the function of the skeletal, muscular, nervous, circulatory, lymphatic/immune, endocrine, digestive, excretory, respiratory, integumentary, reproductive systems.
7. The student will be able to identify the muscles and nerves of the head, face, chest, shoulder, and arms
8. The student will be able to identify the four parts of the brain.
9. The student will be able to identify the functions and anatomy of the heart and blood supply of the head, face, neck, arms and hands.
10. The student will be able to define the reproductive system and understand how hormones affect skin and aging.

The student will be able to identify the branches of chemistry.

11. The student will be able to define the branches of chemistry, organic chemistry, and inorganic chemistry.

The student will be able to identify the properties of matter.

12. The student will be able to define elements, atoms, and molecules.
13. The student will be able to describe states, properties, and changes of matter.

The student will be able to explain facial equipment and room set-up.

14. The student will be able to properly set up a treatment room.
15. The student will be able to explain uses of hot towel cabinet, magnifying lamp, rotary brush, vacuum and sprayer.

The student will be able to explain setup for facial service and proper decontamination.

16. The student will be able to identify supplies and products used for facial services.
17. The student will be able to properly clean and disinfect implements, equipment, and treatment rooms.
18. The student will be able to use proper linen and towel washing procedures.

The student will be able to identify types of electrotherapy used by estheticians.

19. The student will be able to identify types of contraindications for electrotherapy.
20. The student will be able to describe galvanic current and its reactions.
21. The student will be able to describe high-frequency machines and identify proper facial electrodes.

The student will be able to explain uses for steamer, wood's lamp, and paraffin.

22. The student will be able to explain uses for facial steamer and proper maintenance.
23. The student will be able to explain uses for wood's lamp and skin scope conditions.

24. The student will be able to promote relaxation with paraffin wax.

The student will be able to execute best practices for facial services.

25. The student will be able to identify professionalism for a relaxing service.

ASSESSMENT OF LEARNER OUTCOMES: Student progress is evaluated by means that include, but are not limited to, exams, written assignments, and class participation.

SPECIAL NOTES:

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SYLLABUS

DATE OF LAST REVIEW:	9/4/2019
CIP CODE:	12.0409
SEMESTER:	Departmental Syllabus
COURSE TITLE:	Esthetics Clinical
COURSE NUMBER:	ESTH 0110
CREDIT HOURS:	4
INSTRUCTOR:	Departmental Syllabus
OFFICE LOCATION:	Departmental Syllabus
OFFICE HOURS:	Departmental Syllabus
TELEPHONE:	Departmental Syllabus
EMAIL:	Departmental Syllabus <i>KCKCC-issued email accounts are the official means for electronically communicating with our students.</i>

PREREQUISITES: Meet the requirements of the Kansas State Board of Cosmetology Apprentice License.

REQUIRED TEXT AND MATERIALS: Please check with the KCKCC bookstore, <http://www.kckccbookstore.com> for the required text for your particular class.

COURSE DESCRIPTION: This course provides skill instruction and practical application of skin care in a clinical setting. Topics include sanitation, skin sciences, skin treatments, business practices and state law. This class meets 100 hours of the 1,000 contact hours required by the Kansas State Board of Cosmetology.

METHOD OF INSTRUCTION: A variety of instructional methods may be used depending on content area. These include but are not limited to: lecture, multimedia, cooperative/collaborative learning, labs and demonstrations, projects and presentations, speeches, debates, and panels, conferencing, performances, and learning experiences outside the classroom. Methodology will be selected to best meet student needs.

COURSE OUTLINE:

- I. Federal Regulations
 - A. Occupational Safety and Health Administration

- B. Material Safety Data Sheet
- C. Environmental Protection Agency
- II. State Regulatory Agencies
 - A. Kansas Board of Cosmetology
- III. Universal and Standard Precautions
 - A. OSHA standards
 - B. Blood Exposure Incident
 - C. First Aid
- IV. Client Records
 - A. Client Profile and history
- V. Facial Treatments
 - A. Treatment and client preparation
 - B. Facial treatment products
 - C. Steam or warm towels
 - D. Extractions and deep pore cleansing
 - E. Completing the service
- VI. Facial Massage
 - A. Benefits
 - B. Technical Skills
 - C. Contraindications
 - D. Scope of Practice
- VII. Types of Massage Movements
 - A. Effleurage
 - B. Petrissage
 - C. Friction
 - D. Tapotement
 - E. Vibration
- VIII. Alternative Massage Techniques
 - A. Acupressure
 - B. Shiatsu
 - C. Pressure Point Massage
 - D. Aromatherapy

EXPECTED LEARNER OUTCOMES:

- A. The student will be able to define OSHA, MSDS, and EPA.
- B. The student will be able to describe Kansas Board of Cosmetology rules and regulations.
- C. The student will be able to define standard and universal precautions.
- D. The student will be able to complete a proper blood spill procedure.
- E. The student will be able to complete basic first aid.
- F. The student will be able to demonstrate maintaining accurate client records.
- G. The student will be able to prepare supplies, products, and clients for treatment.
- H. The student will be able to identify benefits of facial massage.

- I. The student will be able to identify the types of massage movements.
- J. The student will be able to identify alternative massage techniques.

COURSE COMPETENCIES:

The student will be able to define OSHA, MSDS, and EPA.

- 1. The student will be able to define the roles of OSHA and EPA.
- 2. The student will be able to describe MSDS and its importance.
- 3. The student will be able to explain the differences between hospital and tuberculocidal disinfectants.

The student will be able to describe Kansas Board of Cosmetology rules and regulations.

- 4. The student will be able to explain the role of Kansas Board of Cosmetology.
- 5. The student will be able to identify rules and regulations regarding towels and linens, treatment surfaces, bottles, containers, and products.
- 6. The student will be able to explain the rules and regulations regarding disinfection of instruments and equipment.
- 7. The student will be able to explain the rules and regulations regarding sterilization of electrolysis instruments.

The student will be able to define standard and universal precautions.

- 8. The student will be able to identify the differences between standard and universal precautions.
- 9. The student will be able to follow CDC and OSHA standards to prevent spread of bloodborne pathogens.

The student will be able to complete a proper blood spill procedure.

- 10. The student will be able to complete the steps for a blood exposure incident.

The student will be able to complete basic first aid.

- 11. The student will be able to describe the difference in burn degrees.
- 12. The student will be able to properly complete an eye-flush to OSHA standards.

The student will be able to demonstrate maintaining accurate client records.

- 13. The student will be able to complete client profile with medical history that could affect services.
- 14. The student will be able to maintain proper service records for client profile.

The student will be able to prepare supplies, products, and clients for treatment.

15. The student will be able to prepare draping for client and analyze skin condition.
16. The student will be able to use proper products and techniques to complete skin cleansing, exfoliation, treatment mask, toners, serums, and moisturizers.
17. The student will be able to use steam or warm towel properly and safely.
18. The student will be able to complete extractions and deep pore cleansing.
19. The student will be able to explain home-care and post-service procedures to clients.

The student will be able to identify benefits of facial massage.

20. The student will be able to explain the technical skills needed for facial treatments.
21. The student will be able to identify massage contraindications that effect facial massages.
22. The student will be able to indicate scope of practice for esthetician massage.

The student will be able to identify the types of massage movements.

23. The student will be able to demonstrate effleurage, petrissage, friction, tapotement, and vibration, and identify their benefits.

The student will be able to identify alternative massage techniques.

24. The student will be able to define acupressure, shiatsu, pressure point, and aromatherapy and their benefits.

ASSESSMENT OF LEARNER OUTCOMES: Student progress is evaluated by means that include, but are not limited to, exams, written assignments, and class participation.

SPECIAL NOTES:

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SYLLABUS

DATE OF LAST REVIEW:	9/4/2019
CIP CODE:	12.0409
SEMESTER:	Departmental Syllabus
COURSE TITLE:	Intermediate Esthetics
COURSE NUMBER:	ESTH 0120
CREDIT HOURS:	6
INSTRUCTOR:	Departmental Syllabus
OFFICE LOCATION:	Departmental Syllabus
OFFICE HOURS:	Departmental Syllabus
TELEPHONE:	Departmental Syllabus
EMAIL:	Departmental Syllabus <i>KCKCC-issued email accounts are the official means for electronically communicating with our students.</i>

PREREQUISITES: Meet the requirements of the Kansas State Board of Cosmetology Apprentice License.

REQUIRED TEXT AND MATERIALS: Please check with the KCKCC bookstore, <http://www.kckccbookstore.com> for the required text for your particular class.

COURSE DESCRIPTION: This course provides class instruction in skin care. Topics include sanitation, skin sciences, skin treatments, business practices and state law. This class meets 150 clinical hours of the 1,000 contact hours required by the Kansas State Board of Cosmetology.

METHOD OF INSTRUCTION: A variety of instructional methods may be used depending on content area. These include but are not limited to: lecture, multimedia, cooperative/collaborative learning, labs and demonstrations, projects and presentations, speeches, debates, and panels, conferencing, performances, and learning experiences outside the classroom. Methodology will be selected to best meet student needs.

COURSE OUTLINE:

- I. Nutrition
 - A. Macronutrients
 - B. Vitamins and Minerals
- II. Nutrition and Esthetics

- A. Health Concerns
- B. Nutrition Choices
- III. Skin, Hair, and Nails
 - A. Skin Functions
 - B. Layers of the Skin
 - C. Nerves and Glands
 - D. Hair Anatomy
 - E. Nail Anatomy
- IV. Skin Health
- V. Facials by skin type
 - A. Dry or dehydrated skin
 - B. Mature or aging skin
 - C. Sensitive skin or Rosacea
 - D. Oily skin
 - E. Acne Facials
- VI. Men's skin care
- VII. Skin Care Scales
 - A. Fitzpatrick Scale
 - B. Glogau Scale
 - C. Rubin classification
- VIII. Skin types & Skin conditions
- IX. Home care & retailing

EXPECTED LEARNER OUTCOMES:

- A. The student will be able to describe proper nutrition and food groups.
- B. The student will be able to define the types of macronutrients, vitamins, and minerals needed.
- C. The student will be able to identify the functions and layers of the skin
- D. The student will be able to describe the anatomy of hair and nails.
- E. The student will be able to identify motor and sensory nerves.
- F. The student will be able to identify factors of skin health.
- G. The student will be able to identify different skin types and conditions.
- H. The student will be able to examine proper skin care for men.
- I. The student will be able to describe different skin care scales.
- J. The student will be able to describe the differences in skin types, skin conditions, and contraindications.
- K. The student will be able recognize the importance of home care and retailing.

COURSE COMPETENCIES:

- The student will be able to describe proper nutrition and food groups.*
- 1. The student will be able to state the proper guidelines of food intake.
 - 2. The student will be able to identify the importance of healthy food choices and proper water intake.

The student will be able to define the types of macronutrients, vitamins, and minerals needed.

3. The student will be able to define protein, amino acids, carbohydrates, fats, calories, and enzymes.
4. The student will be able to state the types of vitamins and minerals needed for our bodies and what they assist in.

The student will be able to identify the functions and layers of the skin.

5. The student will be able to identify protection, sensation, heat regulation, excretion, secretion, and absorption as functions of the skin.
6. The student will be able to identify the five layers of the epidermis.
7. The student will be able to identify pigment in skin.
8. The student will be able to identify the composition of the dermis.
9. The student will be able to describe the types and functions of nerves and glands.

The student will be able to describe the anatomy of hair.

10. The student will be able to identify the anatomy and structure of the hair and follicle.

The student will be able to describe the anatomy of the nail.

11. The student will be able to identify the anatomy and structure of the nails.

The student will be able to identify factors of skin health.

12. The student will be able to identify the types of sun exposure, environment, and free radicals and the importance of proper care.
13. The student will be able to describe how individual lifestyle choices effect skin.

The student will be able to identify different skin types and conditions.

14. The student will be able to detect dry and dehydrated skin and select proper treatments.
15. The student will be able to describe proper treatments for mature or aging skin.
16. The student will be able to identify proper treatments for sensitive skin and rosacea.
17. The student will be able to describe proper acne treatments, products, and extraction techniques.

The student will be able to examine proper skin care for men.

18. The student will be able to select products and summarize homecare for men's skin.

The student will be able to describe different skin care scales.

19. The student will be able to understand the Fitzpatrick scale, Glogau scale, and Rubin classification.

The student will be able to describe the differences in skin types, skin conditions, and

contraindications.

20. The student will be able to describe the differences in skin types.
21. The student will be able to understand the effects of skin conditions.
22. The student will be able to identify contraindications and how to recognize disease.

The student will be able recognize the importance of home care and retailing.

23. The student will be able to understand the need for home care and the value of retailing.

ASSESSMENT OF LEARNER OUTCOMES: Student progress is evaluated by means that include, but are not limited to, exams, written assignments, and class participation.

SPECIAL NOTES:

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SYLLABUS

DATE OF LAST REVIEW:	9/4/2019
CIP CODE:	12.0409
SEMESTER:	Departmental Syllabus
COURSE TITLE:	Intermediate Esthetics Clinical
COURSE NUMBER:	ESTH 0130
CREDIT HOURS:	4
INSTRUCTOR:	Departmental Syllabus
OFFICE LOCATION:	Departmental Syllabus
OFFICE HOURS:	Departmental Syllabus
TELEPHONE:	Departmental Syllabus
EMAIL:	Departmental Syllabus <i>KCKCC-issued email accounts are the official means for electronically communicating with our students.</i>

PREREQUISITES: Meet the requirements of the Kansas State Board of Cosmetology Apprentice License.

REQUIRED TEXT AND MATERIALS: Please check with the KCKCC bookstore, <http://www.kckccbookstore.com> for the required text for your particular class.

COURSE DESCRIPTION: This course provides skill instruction and practical application of skin care in a clinical setting. Topics include sanitation, skin sciences, waxing, skin treatments, makeup, business practices and state law. This class meets 100 of the 1,000 contact hours required by the Kansas State Board of Cosmetology.

METHOD OF INSTRUCTION: A variety of instructional methods may be used depending on content area. These include but are not limited to: lecture, multimedia, cooperative/collaborative learning, labs and demonstrations, projects and presentations, speeches, debates, and panels, conferencing, performances, and learning experiences outside the classroom. Methodology will be selected to best meet student needs.

COURSE OUTLINE:

- I. Makeup products, formulations, and applications.
 - A. Base makeup products
 - B. Eye makeup products

- C. Lip makeup products
- II. Products, tools, and supplies
 - A. Supplies and accessories
- III. Selecting makeup colors
 - A. Determining skin color
 - B. Complementary colors for eyes
 - C. Cheek and lip color selection
- IV. Face shape and proportions
 - A. Analyzing face shapes
- V. Corrective makeup
 - A. Jawline and neck area
 - B. Corrective makeup for the eyes
 - C. Eyebrows and ideal shape
 - D. Lips
- VI. Eyelash and eyebrow Services
- VII. Methods of hair removal
 - A. Permanent hair removal
 - B. Permanent reduction and semi-permanent hair removal
 - C. Temporary Hair Removal Methods
 - D. Methods of Epilation
- VIII. Waxing techniques and products
 - A. Hard wax
 - B. Soft wax
 - C. Roll-on wax
- IX. Contraindications for hair removal
- X. Client consultations
 - A. Waxing safety precautions
- XI. General Waxing Procedures
 - A. Wax application and removal techniques
 - B. Post-wax treatment
 - C. Waxing eyebrows
 - D. Waxing face, chin, and lip
 - E. Tweezing

EXPECTED LEARNER OUTCOMES:

- A. The student will be able to identify types of makeup used.
- B. The student will be able to properly select supplies and accessories for makeup application.
- C. The student will be able to select makeup colors for clients.
- D. The student will be able to identify and determine proper face shape.
- E. The student will be able to properly use corrective makeup.
- F. The student will be able to use special-occasion makeup applications.
- G. The student will be able to complete eyelash and brow services.
- H. The student will be able to identify temporary hair removal methods.
- F. The student will be able to identify types of supplies and room preparations.
- G. The student will be able to assess contraindications and client consultations.

- H. The student will be able to list waxing safety precautions.
- I. The student will be able to properly remove hair with temporary methods.
- J. The student will be able to properly wax bikini area on female clients.
- K. The student will be able to properly wax male clients including brows, backs, neck, and chest.

COURSE COMPETENCIES:

The student will be able to identify types of makeup used.

- 1. The student will be able to describe types of base makeup, eye makeup, and lip color products and their applications.

The student will be able to properly select supplies and accessories for makeup application.

- 2. The student will be able to use single-use or disinfected implements for safe application.
- 3. The student will be able to care for makeup brushes to prevent spread of infections.

The student will be able to properly complete successful client consultations.

- 4. The student will be able to identify client needs and wishes for makeup application and offer at-home application techniques to clients.

The student will be able to select makeup colors for clients.

- 5. The student will be able to determine skin color or tone.
- 6. The student will be able to determine complementary eye, lip, cheek colors, and contouring.

The student will be able to identify and determine proper face shape.

- 7. The student will be able to analyze face shapes for proper makeup application.

The student will be able to properly use corrective makeup.

- 8. The student will be able to apply corrective makeup to eyes, jawline/neck, eyebrows, and lip areas to diminish problem areas.

The student will be able to use special-occasion makeup applications.

- 9. The student will be able to apply evening, formal, and bridal makeup styles.
- 10. The student will be able to apply photography, special effects, and camouflage makeup.

The student will be able to complete eyelash and brow services.

- 11. The student will be able to apply band or individual lashes, and remove them safely.
- 12. The student will be able to safely apply tint to eyelashes and eyebrows.

The student will be able to identify types of permanent hair removal.

- 13. The student will be able to distinguish galvanic, thermolysis, and blend electrolysis.

The student will be able to identify types of permanent reduction and semi-permanent hair removal.

14. The student will be able to explain laser and pulse light technology.

The student will be able to identify temporary hair removal methods.

15. The student will be able to describe depilation techniques including shaving and depilatories.

16. The student will be able to use methods of epilation including tweezing, threading, sugaring, and waxing.

The student will be able to identify types of supplies and room preparations.

17. The student will be able to properly prepare a room for waxing and set up supplies in a safe and sanitary manner.

The student will be able to assess contraindications and client consultations.

18. The student will be able to complete client wax release forms and client consultations.
19. The student will be able to identify contraindications for waxing procedures.
20. The student will be able to choose proper use of hard wax, soft wax, and roll-on waxes.

The student will be able to list waxing safety precautions.

21. The student will be able to implement safety precautions to keep clients safe during procedures.

The student will be able to properly remove hair with temporary methods.

22. The student will be able to properly follow guidelines to shape eyebrows, lip, chin, and face.

ASSESSMENT OF LEARNER OUTCOMES: Student progress is evaluated by means that include, but are not limited to, exams, written assignments, and class participation.

SPECIAL NOTES:

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SYLLABUS

DATE OF LAST REVIEW:	9/4/2019
CIP CODE:	12.0409
SEMESTER:	Departmental Syllabus
COURSE TITLE:	Esthetics Essentials
COURSE NUMBER:	ESTH 0200
CREDIT HOURS:	7
INSTRUCTOR:	Departmental Syllabus
OFFICE LOCATION:	Departmental Syllabus
OFFICE HOURS:	Departmental Syllabus
TELEPHONE:	Departmental Syllabus
EMAIL:	Departmental Syllabus <i>KCKCC-issued email accounts are the official means for electronically communicating with our students.</i>

PREREQUISITES: Meet the requirements of the Kansas State Board of Cosmetology Apprentice License and satisfactorily complete: ESTH 0100, ESTH 0110, ESTH 0120, and ESTH 0130

REQUIRED TEXT AND MATERIALS: Please check with the KCKCC bookstore, <http://www.kckccbookstore.com> for the required text for your particular class.

COURSE DESCRIPTION: This course provides class instruction in skin care. Topics include sanitation, skin sciences, waxing, skin treatments, body treatments, advanced therapies, business practices and state law. This class meets 170 hours of the 1,000 contact hours required by the Kansas State Board of Cosmetology.

METHOD OF INSTRUCTION: A variety of instructional methods may be used depending on content area. These include but are not limited to: lecture, multimedia, cooperative/collaborative learning, labs and demonstrations, projects and presentations, speeches, debates, and panels, conferencing, performances, and learning experiences outside the classroom. Methodology will be selected to best meet student needs.

COURSE OUTLINE:

- I. Chemical Exfoliation
 - A. The cell renewal factor (CRF)

- B. Chemical Peels
- C. AHA's & BHA's
- D. Acid, alkaline, and pH relationships
- E. Peels and chemical exfoliation benefits
- II. Laser Technology
- III. Manual lymph drainage
- IV. Medical aesthetics
 - A. Microdermabrasion and chemical peels
- V. Surgical Procedures
 - A. Reconstructive surgery
 - B. Cosmetic
- VI. Electricity
 - VI. Types of electric current
 - VII. Electric measurements
- VII. Lesions, Inflammations, and disorders of the skin and glands
 - A. Primary & secondary lesions
 - B. Disorders of the sebaceous and sudoriferous glands
 - C. Inflammations of the skin
 - A. Contact Dermatitis
 - B. Pigmentation Disorders
 - C. Hypertrophies of the skin
 - D. Contagious Diseases
 - E. Skin Cancer
 - F. Acne
- VIII. Cosmetic Chemistry
 - A. Emollients and surfactants
 - B. Preservatives
 - C. Color Agents
 - D. Hydrators and Exfoliating Ingredients
 - E. Retinol and Retinoic Acid
- IX. Product Safety & Ingredients
 - A. Allergic Reactions
 - B. Herb and plant properties
- X. Ingredients for mature skin
- X. Body Treatments outside of spa
 - A. Cellulite

EXPECTED LEARNER OUTCOMES:

- A. The student will be able to identify types of chemical exfoliation.
- B. The student will be able to explain how lasers are used in esthetics.
- C. The student will be able to explain benefits of manual lymph drainage.
- D. The student will be able to explain types of treatments performed in medical aesthetics.
- E. The student will be able to explain types of surgical procedures, both reconstructive and cosmetic.
- F. The student will be able to describe types of surgical body treatments.
- G. The student will be able to state the basics of electricity.

- H. The student will be able to identify primary and secondary lesion types.
- I. The student will be able to identify sebaceous and sudoriferous gland disorders.
- J. The student will be able to identify types of inflammations, lesions, and disorders of the skin.
- K. The student will be able to identify product components of cosmetics.
- L. The student will be able to describe the importance of product safety and allergic reactions.
- M. The student will be able to choose proper ingredients based on client skin type.
- N. The student will be able to choose proper ingredients for mature skin.
- O. The students will be able to describe types of body treatments outside of normal spa setting.

COURSE COMPETENCIES:

The student will be able to identify types of chemical exfoliation.

- 1. The student will be able to explain the cell renewal factor, chemical peels.
- 2. The student will be able to explain differences of AHA's and BHA's.
- 3. The student will be able to explain acid, alkaline, and pH relationships.
- 4. The student will be able to identify benefits and contraindications of peels and chemical exfoliation.

The student will be able to explain how lasers are used in esthetics.

- 5. The student will be able to identify medical devices used for hair removal and skin treatments.
- 6. The student will be able to explain types of combined laser treatments.

The student will be able to explain benefits of manual lymph drainage.

- 7. The student will be able to identify how manual lymph drainage helps cleans and detoxify the body.

The student will be able to explain types of treatments performed in medical aesthetics.

- 8. The student will be able to identify types of microdermabrasion and peel offered in Medical Spa.
- 9. The student will be able to identify clinical procedures like injectables, BOTOX, and dermal fillers.

The student will be able to explain types of surgical procedures, both reconstructive and cosmetic.

- 10. The student will be able to identify types of cosmetic surgeries including face lift, eye lift, rhinoplasty, laser resurfacing, dermabrasion, and deep peels.

The student will be able to explain types of surgical body treatments.

- 11. The student will be able to identify types of cosmetic body surgeries including varicose veins, breast surgery, and liposuction.

The student will be able to state the basics of electricity.

12. The student will be able to explain differences of direct current and alternating current.
13. The student will be able to identify electrical measurements including amperes, volts, milliamperes, ohms, watts, and kilowatts.

The student will be able to identify primary and secondary lesion types.

14. The student will be able to identify ten primary lesions and their size, elevation or depression, and layers of the skin affects.
15. The student will be able to identify secondary lesions and the effect they have on tissues and organs.

The student will be able to identify sebaceous and sudoriferous gland disorders.

16. The student will be able to identify and define notable sebaceous gland disorders.
17. The student will be able to identify anhidrosis, bromhidrosis, hyperhidrosis, and miliaria rubra.

The student will be able to identify types of inflammations, lesions, and diseases of the skin.

18. The student will be able to identify dermatitis, contact dermatitis, eczema, psoriasis, and other inflammations of the skin.
19. The student will be able to identify rosacea, telangiectasia, and varicose veins.
20. The student will be able to explain hyperpigmentation and hypopigmentation.
21. The student will be able to describe types of abnormal growths of the skin.
22. The student will be able to describe infectious and communicable diseases.
23. The student will be able to identify the types of skin cancers
24. The student will be able to define the causes of acne, acne triggers grades of acne and treatment plans.

The student will be able to identify product components of cosmetics.

25. The student will be able to define types of emollients and surfactants.
26. The student will be able to discuss importance of preservatives in skin care products.
27. The student will be able to define types of exfoliating and hydrating ingredients.
28. The student will be able to define types of prescription acne medication.

The student will be able to describe the importance of product safety and allergic reactions.

29. The student will be able to state FDA requirements and common allergic reactions to skin care products.

The student will be able to choose proper ingredients based on client skin type.

30. The student will be able to identify common components and ingredients, ingredients from nature, and essential oils and herbs.
31. The student will be able to choose the properties that have positive effects on mature skin.

- The student will be able to identify other types of body treatments.*
32. The student will be able to describe benefits of hydrotherapy stone massage, reflexology, and sunless tanning.

- The student will be able to define cellulite and understand how to prevent it.*
33. The student will be able to define collagen and elastin and how to keep them healthy.
34. The student will be able to identify nutrients and ingredients for cellulite reduction.

ASSESSMENT OF LEARNER OUTCOMES: Student progress is evaluated by means that include, but are not limited to, exams, written assignments, and class participation.

SPECIAL NOTES:

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SYLLABUS

DATE OF LAST REVIEW:	9/4/2019
CIP CODE:	12.0409
SEMESTER:	Departmental Syllabus
COURSE TITLE:	Esthetics Essentials Clinical
COURSE NUMBER:	ESTH 0210
CREDIT HOURS:	3
INSTRUCTOR:	Departmental Syllabus
OFFICE LOCATION:	Departmental Syllabus
OFFICE HOURS:	Departmental Syllabus
TELEPHONE:	Departmental Syllabus
EMAIL:	Departmental Syllabus <i>KCKCC-issued email accounts are the official means for electronically communicating with our students.</i>

PREREQUISITES: Meet the requirements of the Kansas State Board of Cosmetology Apprentice License and satisfactorily complete: ESTH 0100, ESTH 0110, ESTH 0120, and ESTH 0130

REQUIRED TEXT AND MATERIALS: Please check with the KCKCC bookstore, <http://www.kckccbookstore.com> for the required text for your particular class.

COURSE DESCRIPTION: This course provides skill instruction and practical application of skin care in a clinical setting. Topics include sanitation, skin sciences, waxing, skin treatments, makeup, body treatments, advanced therapies, business practices and state law. This class meets 80 of the 1,000 contact hours required by the Kansas State Board of Cosmetology.

METHOD OF INSTRUCTION: A variety of instructional methods may be used depending on content area. These include but are not limited to: lecture, multimedia, cooperative/collaborative learning, labs and demonstrations, projects and presentations, speeches, debates, and panels, conferencing, performances, and learning experiences outside the classroom. Methodology will be selected to best meet student needs.

COURSE OUTLINE:

- I. Spa Body Treatments
 - A. Body Wraps

- B. Body Scrubs
- C. Body Masks
- II. Light Therapy
- III. Microcurrent machines
 - A. Facial benefits of microcurrent
- IV. Ultrasound and ultrasonic technology
- V. Makeup
 - A. Applications
- VI. Waxing
 - A. Applications
- VII. Sanitation

EXPECTED LEARNER OUTCOMES:

- A. The student will be able to identify spa body treatments in the esthetics field.
- B. The student will be able to explain use of light therapy.
- C. The student will be able to explain benefits of microcurrent and microcurrent machines.
- D. The student will be able to identify uses of ultrasound and ultrasonic technology.
- E. The student will be able to demonstrate proper makeup application.
- F. The student will be able to demonstrate proper waxing application.
- G. The student will be able to demonstrate sanitation and sterilization processes.

COURSE COMPETENCIES:

- The student will be able to identify spa body treatments in the esthetics field.*
- 1. The student will be able to demonstrate proper procedure for body wraps.
- 2. The student will be able to demonstrate proper procedure for body scrubs.
The student will be able to demonstrate proper procedure for body masks.
- The student will be able to explain use of light therapy.*
- 3. The student will be able to explain therapy uses of intense pulsed light (IPL) and light-emitting diode (LED)
- 4. The student will be able to explain photorejuvenation.
- The student will be able to explain benefits of microcurrent and microcurrent machines.*
- 5. The student will be able to identify facial benefits of microcurrent therapy.
- The student will be able to identify uses of ultrasound and ultrasonic technology.*
- 6. The student will be able to properly use ultrasound and ultrasonic facial equipment.
- The student will be able to demonstrate proper makeup application.*
- 7. The student will be able to properly and safely apply blended base makeup and lip color
- 8. The student will be able to properly and safely apply eye makeup and artificial eyelashes.

9. The student will be able to properly and safely apply special effects makeup.

The student will be able to demonstrate proper waxing application.

10. The student will be able to properly and safely demonstrate soft and hard wax application.

The student will be able to demonstrate sanitation and sterilization processes.

11. The student will be able to apply proper sanitation as set by Kansas Board of Cosmetology.

12. The student will be able to apply proper sanitation as set by Kansas Board of Cosmetology.

ASSESSMENT OF LEARNER OUTCOMES: Student progress is evaluated by means that include, but are not limited to, exams, written assignments, and class participation.

SPECIAL NOTES:

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SYLLABUS

DATE OF LAST REVIEW:	9/4/2019
CIP CODE:	12.0409
SEMESTER:	Departmental Syllabus
COURSE TITLE:	Advanced Esthetics
COURSE NUMBER:	ESTH 0220
CREDIT HOURS:	7
INSTRUCTOR:	Departmental Syllabus
OFFICE LOCATION:	Departmental Syllabus
OFFICE HOURS:	Departmental Syllabus
TELEPHONE:	Departmental Syllabus
EMAIL:	Departmental Syllabus <i>KCKCC-issued email accounts are the official means for electronically communicating with our students.</i>

PREREQUISITES: Meet the requirements of the Kansas State Board of Cosmetology Apprentice License and satisfactorily complete: ESTH 0100, ESTH 0110, ESTH 0120, and ESTH 0130

REQUIRED TEXT AND MATERIALS: Please check with the KCKCC bookstore, <http://www.kckccbokstore.com> for the required text for your particular class.

COURSE DESCRIPTION: This course provides class instruction in skin care. Topics include sanitation, skin sciences, waxing, skin treatments, makeup, body treatments, advanced therapies, preparation for state examinations, business practices and state law. This class meets 170 of the 1,000 contact hours required by the Kansas State Board of Cosmetology.

METHOD OF INSTRUCTION: A variety of instructional methods may be used depending on content area. These include but are not limited to: lecture, multimedia, cooperative/collaborative learning, labs and demonstrations, projects and presentations, speeches, debates, and panels, conferencing, performances, and learning experiences outside the classroom. Methodology will be selected to best meet student needs.

COURSE OUTLINE:

- I. Potential Hydrogen
 - A. Water and pH
 - B. Acids and alkalis

- C. pH and skin care
- II. Chemical Reactions
- III. Cosmetic Chemistry
 - A. Solutions, Suspensions, and Emulsions
 - B. Surfactants
 - C. Oil-in-water emulsions
 - D. Water-in-oil emulsions
- IV. Principles of Infection
 - A. Bacteria
 - B. Viruses
 - C. Bloodborne Pathogens
 - D. Fungi
 - E. Parasites
- V. Principles of Prevention
 - A. Decontamination
 - 1. Sterilization
 - 2. EPA-registered Disinfectant
- VI. Business Records
 - A. Record keeping
 - B. Money handling
 - C. Tracking records
- VII. Insurance
 - A. Protection against fire, theft, and lawsuits
 - B. Health insurance
 - C. Disability insurance
 - D. Retirement plans
- VIII. Salesmanship
 - A. Advertising
- IX. Kansas State Laws
 - A. Licensees and establishments
 - B. Kansas Board of Cosmetology
- X. Kansas State Rules and Regulations
 - A. Exams
 - B. Licensure
 - C. Schools
 - D. Establishments
 - E. Inspections

EXPECTED LEARNER OUTCOMES:

- A. The student will be able to define potential hydrogen.
- B. The student will be able to describe types of chemical reactions important to skin care.
- C. The student will be able to identify chemistry as applied to cosmetics.

- D. The student will be able to identify the principles of infection and types of harmful organisms.
- E. The student will be able to explain importance of location and lease agreements.
- F. The student will be able to discuss financial considerations involved in operating an esthetics spa.
- G. The student will be able to explain the importance of maintaining accurate business records.
- H. The student will be able to explain the importance of good business operation and personnel management.
- I. The student will be able to explain the importance of advertising.
- J. The student will be able to identify the proper principles of prevention and how to successfully prevent spread of disease.
- K. The student will be able to discuss the laws as provided by the state of Kansas.
- L. The student will be able to describe the rules and regulations relating to examinations and curriculum.
- M. The student will be able to describe the rules and regulations relating to establishments.
- N. The student will be able to describe the rules and regulations relating to inspections.

COURSE COMPETENCIES:

- The student will be able to define potential hydrogen.*
1. The student will be able to identify acids and alkalis, the pH of skin care products and how to test pH.

- The student will be able to describe types of chemical reactions important to skin care.*
2. The student will be able to identify acid-alkali neutralization reactions.
 3. The student will be able to identify oxidation-reduction reactions.
 4. The student will be able to identify combustion, antioxidants, and free radicals.

- The student will be able to identify chemistry as applied to cosmetics.*
5. The student will be able to describe solutions, suspensions, and emulsions.

- The student will be able to identify the principles of infection and types of harmful organisms.*
6. The student will be able to identify the different types of pathogenic and non-pathogenic bacteria.
 7. The student will be able to describe the stages of bacterial growth and reproduction.
 8. The student will be able to identify the different types of bacterial infections, viruses, fungi, and parasites.
 9. The student will be able to define Bloodborne pathogens, including hepatitis and HIV/AIDS.

The student will be able to identify the proper principles of prevention and how to successfully prevent spread of disease.

10. The student will be able to demonstrate proper disposal, sterilization, and/or disinfectant techniques.
11. The student will be able to identify how to choose and use proper EPA- hospital or tuberculocidal disinfectants.
12. The student will be able to properly prevent cross-contamination.

The student will be able to explain importance of location and lease agreements.

13. The student will be able to explain the importance of a salon/spa location and lease agreements terms.

The student will be able to discuss financial considerations involved in operating an esthetics spa.

14. The student will be able to develop a business plan and describe types of ownership.
15. The student will be able to explain local regulations covering building renovations, taxes, social security, and unemployment.
16. The student will be able to explain liability, fire, malpractice, and burglary insurance.

The student will be able to explain the importance of maintaining accurate business records.

17. The student will be able to explain and create a summary of income and expenses.
18. The student will be able to maintain a perpetual inventory.

The student will be able to explain the importance of good business operation and personnel management.

19. The student will be able to explain planning the salon's layout with adequate sizing.
20. The student will be able to develop a service price list.

The student will be able to explain the importance of advertising.

21. The student will be able to discuss types of effective advertising.
22. The student will be able to promote themselves through word of mouth advertising.

The student will be able to discuss the laws as provided by the state of Kansas.

23. The student will be able to explain prohibited acts and fees.
24. The student will be able to describe the laws relating to esthetics, schools, and esthetics instructors.
25. The student will be able to define the laws relating to salon/clinic/practitioner licenses.
26. The student will be able to describe the laws relating to board appointment qualifications.

The student will be able to explain the rules and regulations relating to examinations.

27. The student will be able to explain the rules and regulations regarding examination application, and procedures required to pass testing.
28. The student will be able to explain the rules and regulations regarding esthetics training and curriculum requirements.

The student will be able to define the rules and regulations relating to establishments.

29. The student will be able to explain the rules and regulations regarding sale or change of

- ownership and application procedure for new schools and facility requirements.
30. The student will be able to explain the rules and regulations regarding working outside an establishment.

The student will be able to explain the rules and regulations relating to inspections.

31. The student will be able to explain the rules and regulations regarding new facility, routine, and generated by complaint inspections.

ASSESSMENT OF LEARNER OUTCOMES: Student progress is evaluated by means that include, but are not limited to, exams, written assignments, and class participation.

SPECIAL NOTES:

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SYLLABUS

DATE OF LAST REVIEW:	9/4/2019
CIP CODE:	12.0409
SEMESTER:	Departmental Syllabus
COURSE TITLE:	Advanced Esthetics Clinical
COURSE NUMBER:	ESTH 0230
CREDIT HOURS:	3
INSTRUCTOR:	Departmental Syllabus
OFFICE LOCATION:	Departmental Syllabus
OFFICE HOURS:	Departmental Syllabus
TELEPHONE:	Departmental Syllabus
EMAIL:	Departmental Syllabus <i>KCKCC-issued email accounts are the official means for electronically communicating with our students.</i>

PREREQUISITES: Meet the requirements of the Kansas State Board of Cosmetology Apprentice License and satisfactorily complete: ESTH 0100, ESTH 0110, ESTH 0120, and ESTH 0130

REQUIRED TEXT AND MATERIALS: Please check with the KCKCC bookstore, <http://www.kckccbookstore.com> for the required text for your particular class.

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METHOD OF INSTRUCTION: A variety of instructional methods may be used depending on content area. These include but are not limited to: lecture, multimedia, cooperative/collaborative learning, labs and demonstrations, projects and presentations, speeches, debates, and panels, conferencing, performances, and learning experiences outside the classroom. Methodology will be selected to best meet student needs.

COURSE OUTLINE:

- I. Special occasion makeup
 - A. Bridal

- B. Special Effects
- C. Camouflage
- II. Advanced Waxing Procedures
 - A. Body waxing
 - B. Waxing for male clients
- III. Microdermabrasion
 - A. Benefits
 - B. Cautions
 - C. Microdermabrasion equipment maintenance
- IV. Electrotherapy
 - A. Polarity
 - B. Modalities
- V. Light energy, lasers, and light-emitting diode (LED)
 - A. Visible light
 - B. Invisible light
 - C. Ultraviolet radiation
 - D. Phototherapy devices

EXPECTED LEARNER OUTCOMES:

- A. The student will be able to use special-occasion makeup applications.
- B. The student will be able to properly wax bikini area on female clients.
- C. The student will be able to properly wax male clients including brows, backs, neck, and chest.
- D. The student will be able to explain microdermabrasion.
- E. The student will be able to explain uses and procedures for electrotherapy.
- F. The student will be able to explain types of electromagnetic energy.

COURSE COMPETENCIES:

- The student will be able to use special-occasion makeup applications.*
- 1. The student will be able to apply evening, formal, and bridal makeup styles.
- 2. The student will be able to apply photography, special effects, and camouflage makeup.
- 3. *The student will be able to properly wax bikini area on female clients.*
- 4. The student will be able to properly follow client preferences to wax bikini area.
- The student will be able to properly wax male clients including brows, backs, neck and chest.*
- 5. The student will be able to properly wax male clients, including eyebrows, neck, chest, and back.
- The student will be able to explain microdermabrasion.*
- 6. The student will be able to identify benefits of microdermabrasion.

7. The student will be able to identify cautions of microdermabrasion.
8. The student will be able to perform microdermabrasion equipment maintenance.

The student will be able to explain uses and procedures for electrotherapy.

9. The student will be able to identify polarity, anodes, and cathodes.
10. The student will be able to identify modalities including galvanic current, microcurrent, and tesla high frequency currents.

The student will be able to explain types of electromagnetic energy.

11. The student will be able to identify visible light, infrared light, and ultraviolet radiations (UVA, UVB, and UVC).
12. The student will be able to identify uses for lasers and photothermolysis.
13. The student will be able to identify and properly use LED equipment.
14. The student will be able to explain difference in infrared light and intense pulsed light.

ASSESSMENT OF LEARNER OUTCOMES: Student progress is evaluated by means that include, but are not limited to, exams, written assignments, and class participation.

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