



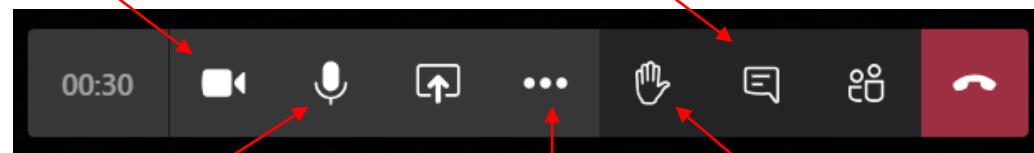
DAYTONA STATE COLLEGE

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ASSESSMENT DAY

Mary Karl College of Workforce and Continuing Education
Cosmetology and Barbering
December 10, 2021



Strengths

Challenges

Recommendations

Academic Assessment

	LEVEL	FOCUS	CONDUCTED BY	FREQUENCY
Academic Success Committee	Program	<ul style="list-style-type: none"> Quality of assessment practices 	Committee of peers	Years 1 & 2
Instructional Program Review	Program / Cluster	<ul style="list-style-type: none"> Enrollment, retention, completion Industry certifications and job placement Program budget and staffing Advisory committees Curriculum changes 	Committee of peers	Year 3
Assessment Day	Course/ Program	<ul style="list-style-type: none"> Enrollment by demographics Graduation and retention Average class size Course success rate Placement rate SLOs, PLOs and ILOs 	Program Chair and Faculty	Years 1, 2, 3

Programs

[1084 - Cosmetology](#)

[1204 - Barbering](#)

Cosmetology and Barbering

Last Assessment Day Action Items

Last Assessment Day (10-09-2020)

- Review data from retention committee and develop options to understand Cos/Barb students' barriers to identify students' achievement gaps. Participate in the Retention subcommittee.

For IE: Work with Dee on the Barbering program learning outcomes;
Leverage the use of Civitas

For IR: Send list of incompletes

Cosmetology

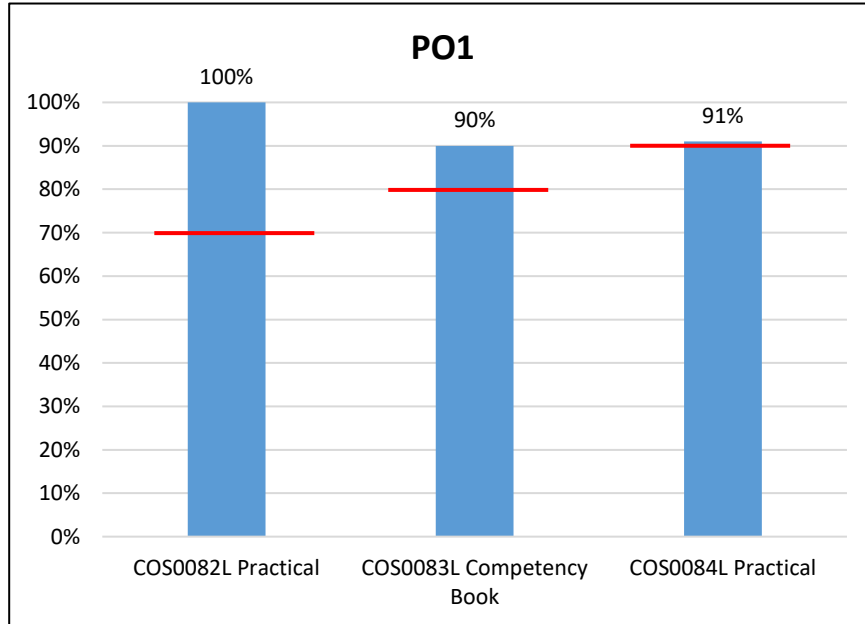
Program Learning Outcomes

Graduates of the program will be able to:

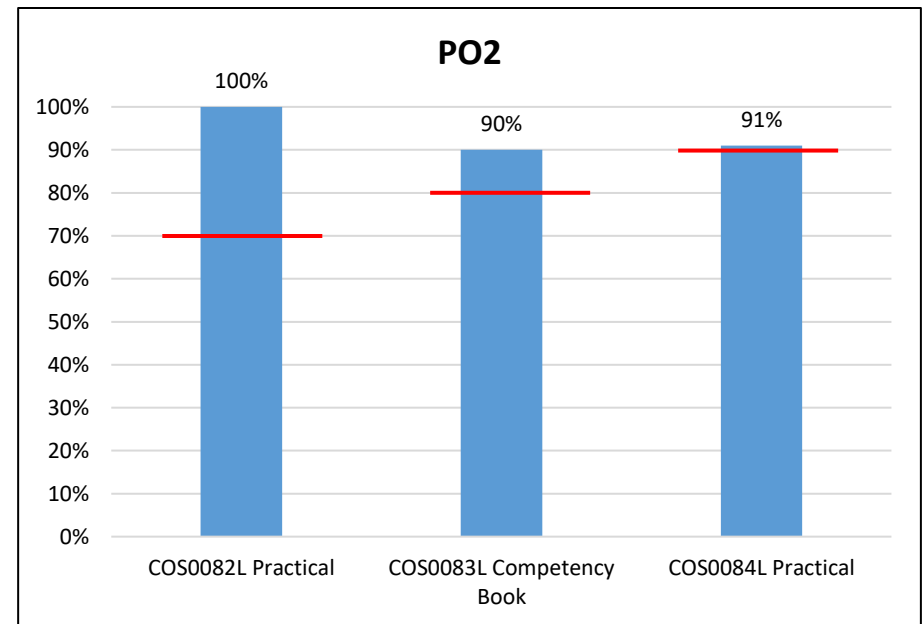
1. Perform all competencies in hair as required by the Florida State Board of Cosmetology.
2. Perform all competencies in skin as required by the Florida State Board of Cosmetology.
3. Perform all competencies in nails as required by the Florida State Board of Cosmetology.
4. Demonstrate in a classroom setting, the theory and skill-based training for safe and efficient work practices based on OSHA and the Department of Business and Professional Regulations.
5. Apply critical thinking skills to solve problems that may arise in the cosmetology industry.

Assessment Data 2020-2021

108400 - Cosmetology



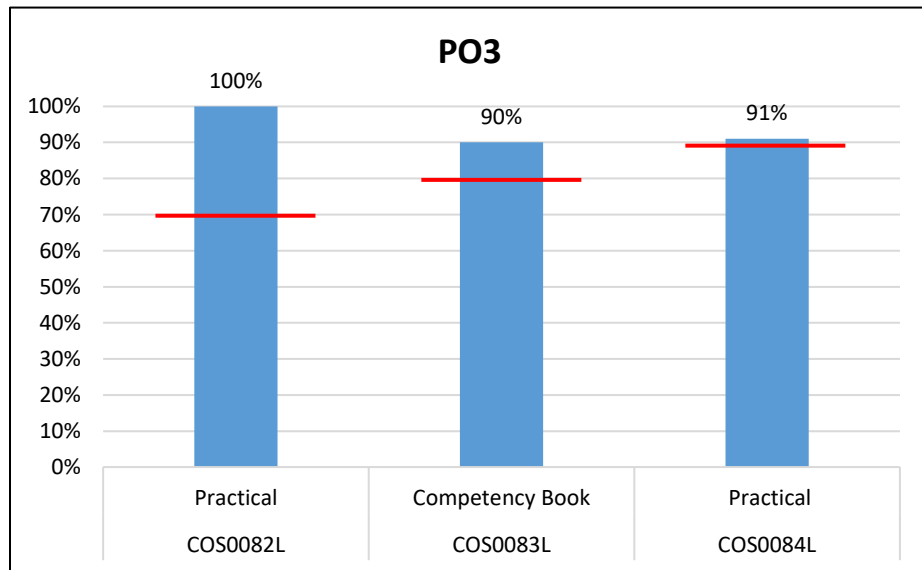
PO1: Perform all competencies in hair as required by the Florida State Board of Cosmetology. *Target: 80% of the competency book completed by level IV. 70% proficiency in level 3 (practical). 90% proficiency in level 5 (practical)*



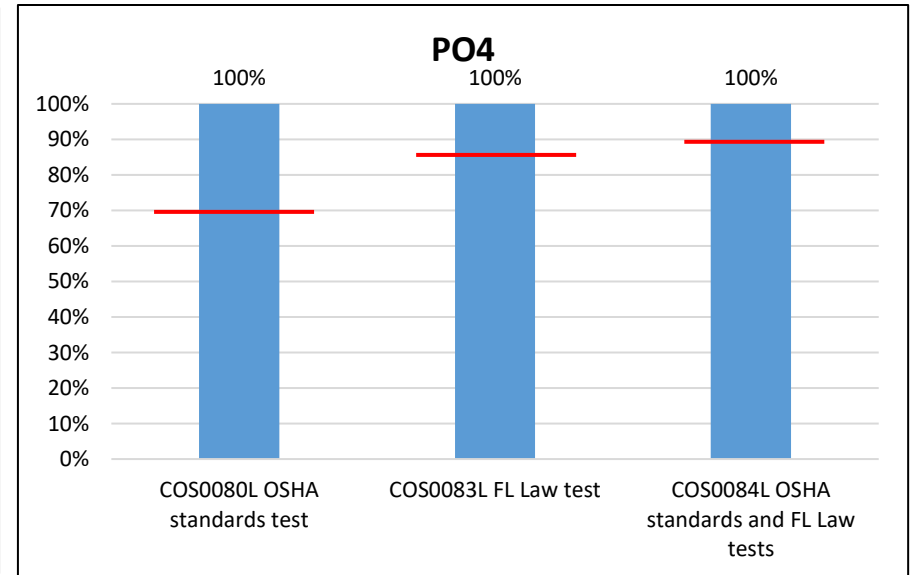
PO2: Perform all competencies in skin as required by the Florida State Board of Cosmetology. *Target: 80% of the competency book completed by level IV. 70% proficiency in level 3 (practical). 90% proficiency in level 5 (practical)*

Assessment Data 2020-2021

108400 - Cosmetology



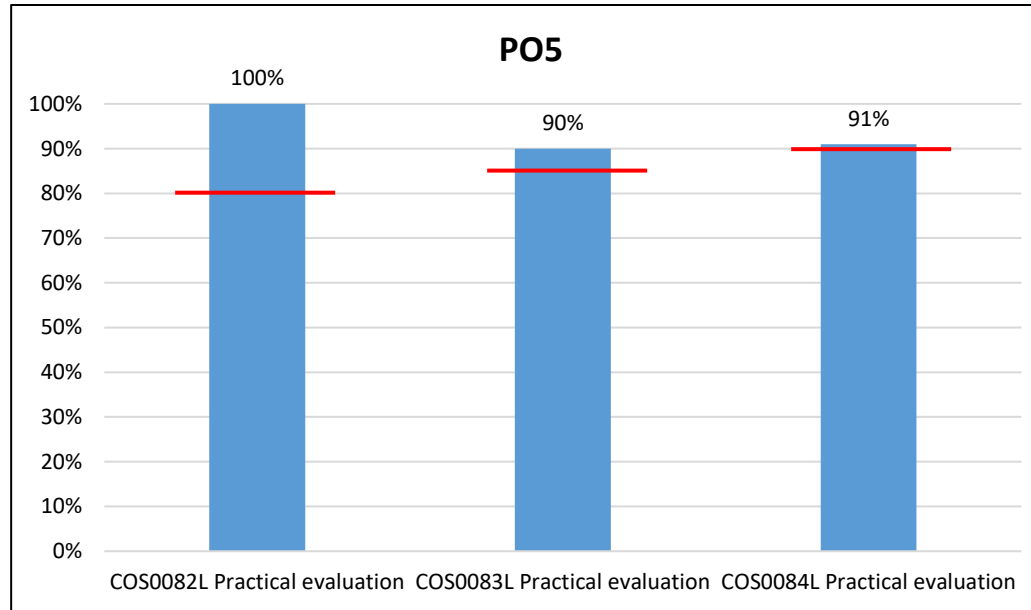
PO3: Perform all competencies in nails as required by the Florida State Board of Cosmetology. *Target: 80% of the competency book completed by level IV. 70% proficiency in level 3 (practical). 90% proficiency in level 5 (practical)*



PO4: Demonstrate in a classroom setting, the theory and skill based training for safe and efficient work practices based on OSHA and the Department of Business and Professional Regulations. *Target: 80% of students will achieve 70% or higher (OSHA standards test). 85% of students will achieve 80% or higher (FL Law test). 90% of students will achieve 90% or higher (OSHA standards and FL Law tests)*

Assessment Data 2020-2021

108400 - Cosmetology



PO5: Apply critical thinking skills to solve problems that may arise in the cosmetology industry. *Target: 80% of students will achieve 70% or higher (level III). 85% of students will achieve 80% or higher (level IV). 90% of students will achieve 90% or higher (level V)*

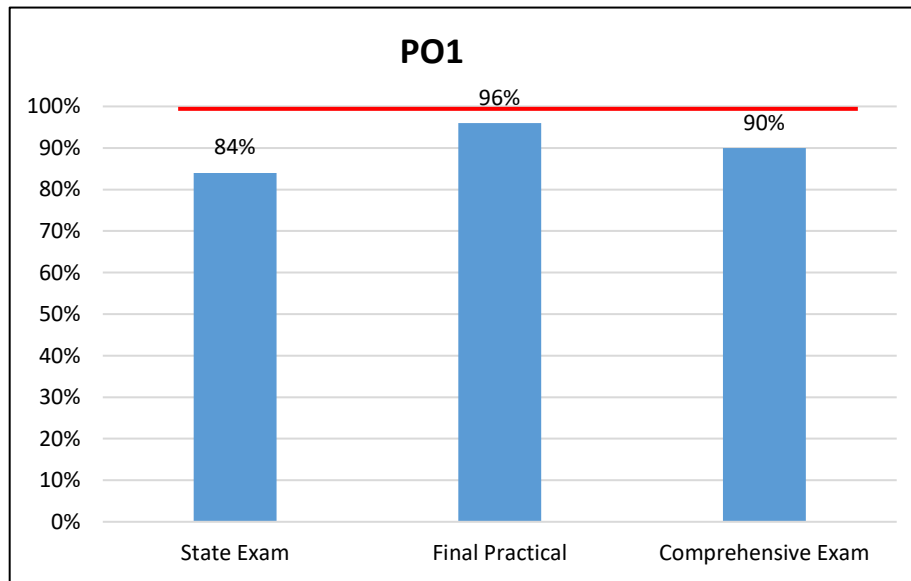
Barbering Program Learning Outcomes

Graduates of the program will be able to:

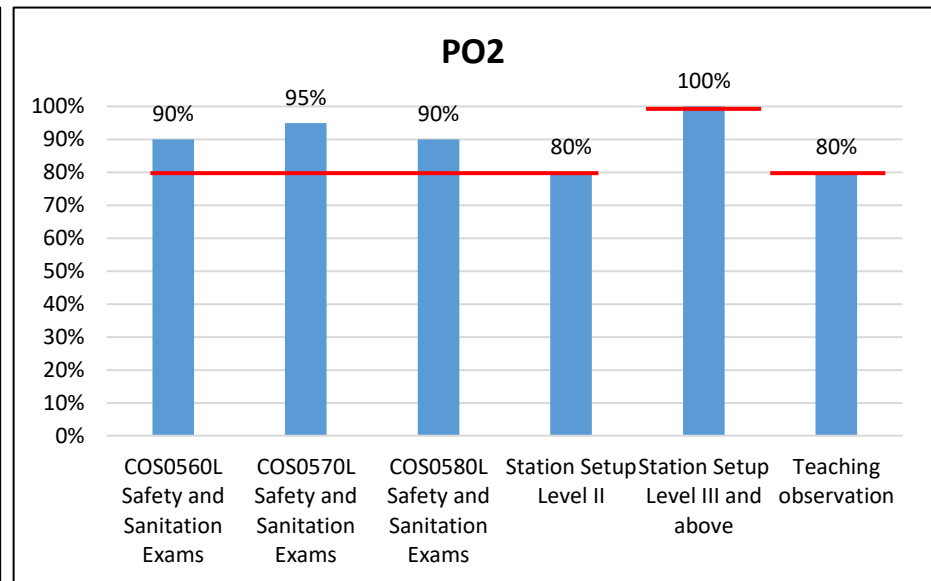
1. Complete all skills and techniques as required by State Board in the following categories: FL Law, Hair Structure & Chemistry, Haircutting & Styling, Shampooing, Chemical Procedures, Shaving, Beard & Mustache Trimming.
2. Demonstrate in a classroom setting, the theory and skill based training for safe and efficient work practices based on Occupational Safety and Health Administration (OSHA) standards and the Department of Business and Professional Regulations.
3. Develop a professional image, business standards and employability skills to satisfy a diverse population.
4. Apply critical thinking skills to solve problems that may arise in the barbering industry.

Assessment Data 2020-2021

120400 - Barbering



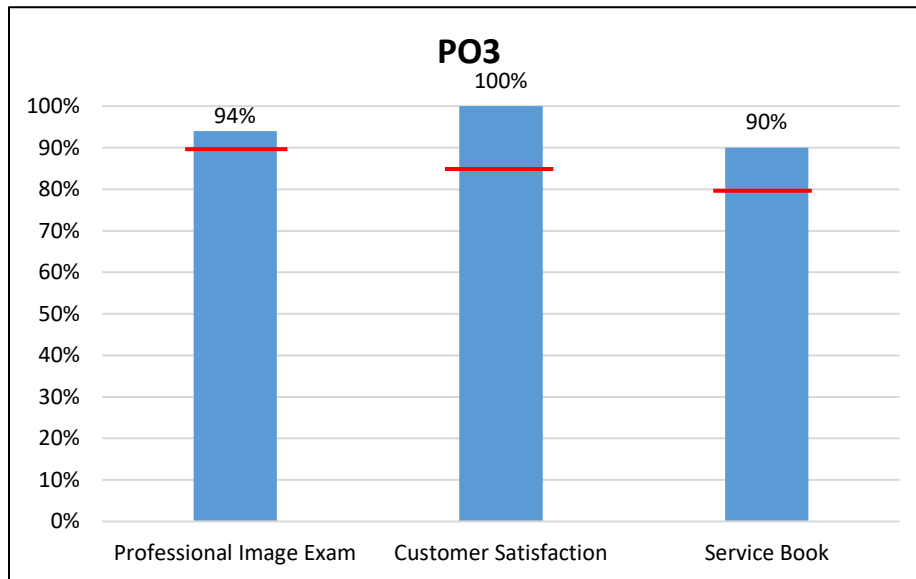
PO1: Complete all skills and techniques as required by State Board in the following categories: FL Law, Hair Structure & Chemistry, Haircutting & Styling, Shampooing, Chemical Procedures, Shaving, Beard & Mustache Trimming. *Target: 100% of students passing the State exam 100% of students achieving 80% or higher in the Final practical and the Comprehensive exam*



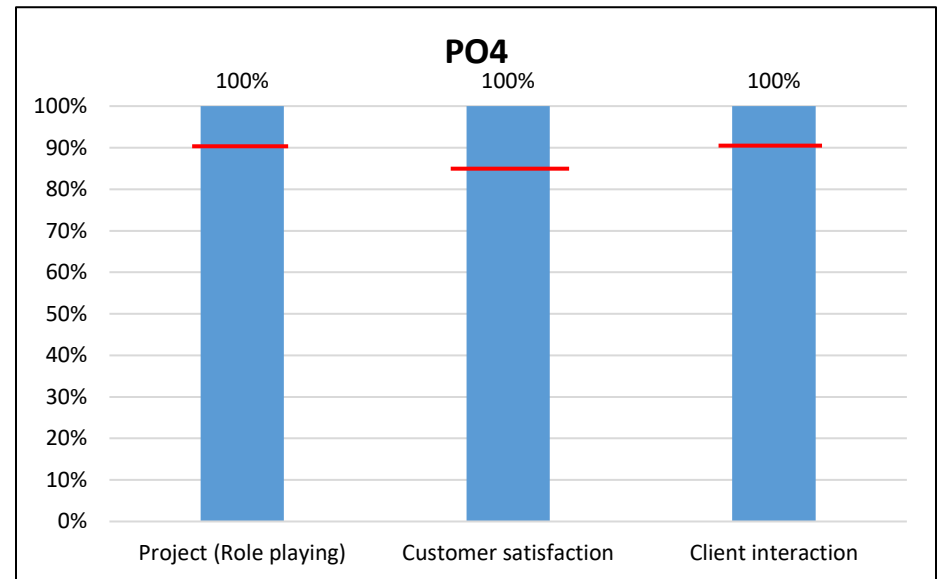
PO2: Demonstrate in a classroom setting, the theory and skill-based training for safe and efficient work practices based on Occupational Safety and Health Administration (OSHA) standards and the Department of Business and Professional Regulations. *Target: 80% of students achieving 70% or higher in the Safety and Sanitation exams. 80% of students accomplishing correct station setting (Level II). 100% of students accomplishing correct station setting on the practical exam (Level III and above). 80% of students practice proper sanitation on a daily basis in the classroom*

Assessment Data 2020-2021

120400 - Barbering



PO3: Develop a professional image, business standards and employability skills to satisfy a diverse population. *Target: 90% of students will pass the Professional Image Exam. 85% customer satisfaction. 80% of students will complete their service book for each level*

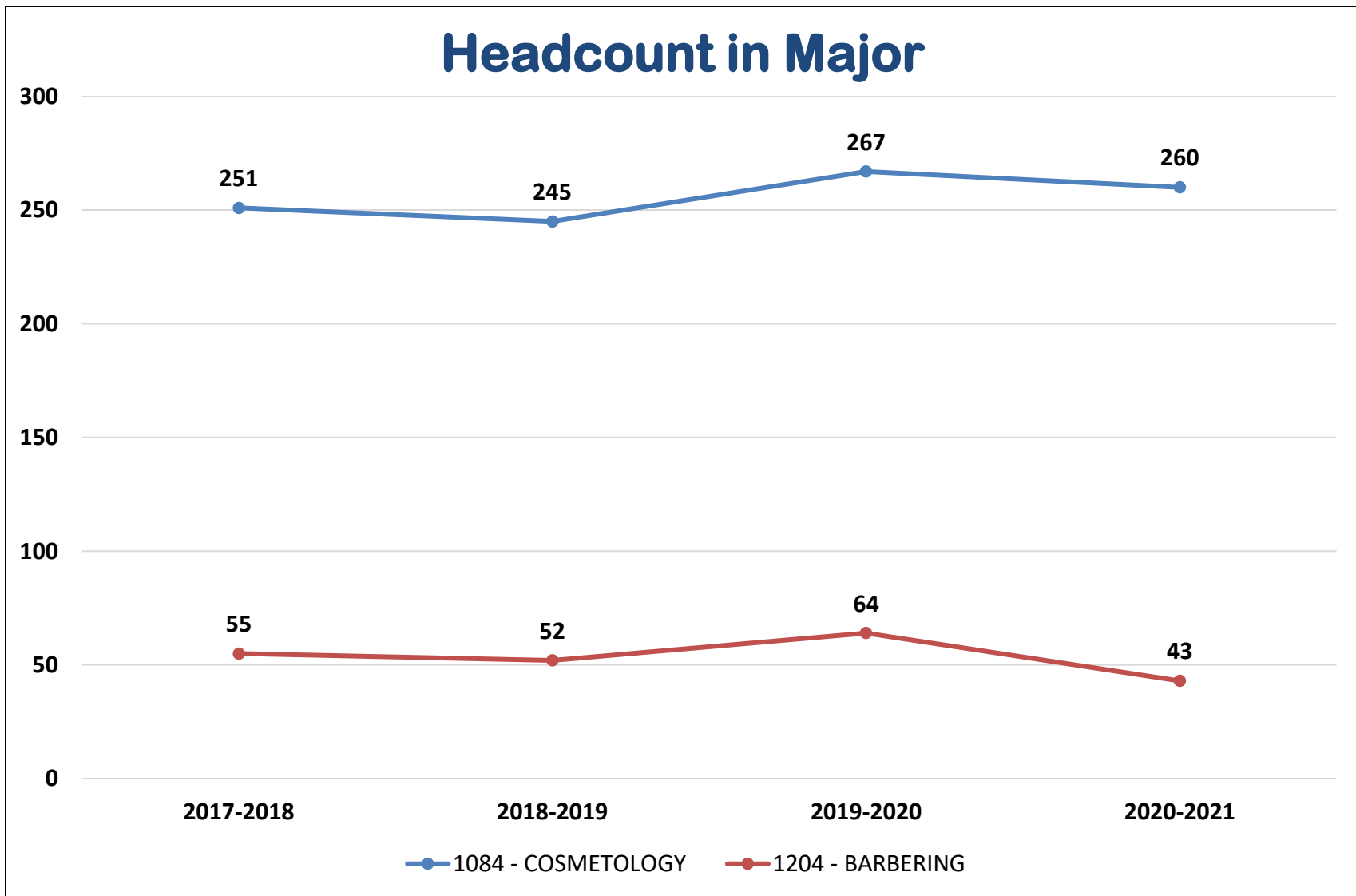


PO4: Apply critical thinking skills to solve problems that may arise in the barbering industry. *Target: 90% of students will reflect excellent role playing. 85% customer satisfaction. 90% of students will demonstrate professional client interaction*

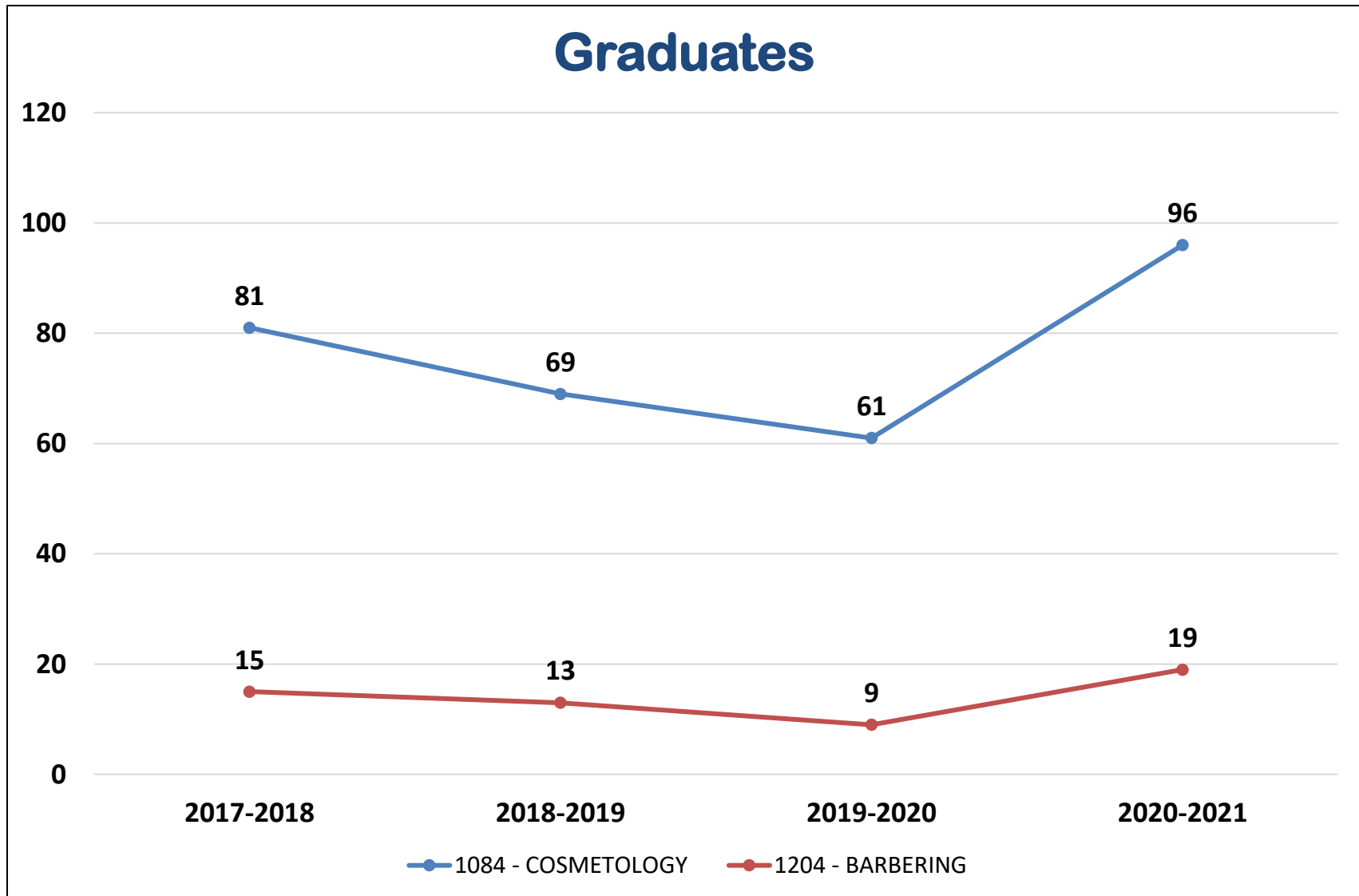
Assessment Data

Program vs. Institutional Learning Outcomes

Program	Year	Critical/ Creative Thinking	Communication	Cultural Literacy	Information and Technical Literacy
108400 - Cosmetology	2020-2021	90%-100%	90%-100%	90%-100%	88%-100%
	2019-2020	90%-100%	82%-96%	82%-96%	78%-100%
	2018-2019	85%-92%	88%-90%	88%-90%	70%-94%
	2017-2018	85%-92%	88%-90%	88%-90%	70%-94%
120400 - Barbering	2020-2021	84%-96%	94%-100%	91%-100%	96%-100%
	2019-2020	82%-100%	92%-100%	90%-100%	100%
	2018-2019	72%-100%	90%-100%	90%-100%	90%-100%
	2017-2018	72%-100%	90%-100%	90%-100%	90%-100%



Students are duplicated across programs, unduplicated in the total.



Blank cells or missing years indicate no graduates.

Number of Graduates by Race/Ethnicity

Program and Race/Ethnicity	2018-2019	2019-2020	2020-2021
108400 - Cosmetology	59	61	96
American Indian/Alas			1
Asian	1	1	1
Black	10	4	15
Hispanic/Latino	20	11	28
Two or More Races	5	2	3
Unknown		3	
White	33	40	48
120400 - Barbering Cert.	13	12	19
Asian	1		
Black	3	3	5
Hispanic/Latino	2	2	7
Two or More Races	1	1	
Unknown			2
White	6	6	5
Grand Total	82	73	115

Time to Degree

Major	Average of Years to Completion 2019-2020 Graduates	Average of Years to Completion 2020-2021 Graduates
108400 - Cosmetology	0.78	0.80
120400 - Barbering	0.76	0.74

Graduation Rates

Major	Summer or Fall Term	Registered in First Course	Graduation			
			Graduated within 150% Time	Graduation Rate	Graduated within 200% Time	Graduation Rate
108400- Cosmetology	FA16	115	62	53.9%	62	53.9%
	FA17	80	47	58.8%	47	58.8%
	FA18	83	42	50.6%	43	51.8%
	FA19 – 200% In Progress	98	58	59.2%	58	59.2%
	FA20 – In Progress	82	0	0.0%	0	0.0%
120400- Barbering	FA16	17	6	35.3%	8	47.1%
	FA17	9	4	44.4%	4	44.4%
	FA18	21	8	38.1%	8	38.1%
	FA19 – 200% In Progress	25	13	52.0%	13	52.0%
	FA20 – In Progress	13	0	0.0%	0	0.0%

1084 PT program courses began in SP13.

1204 began in FA13. 1204 PT program discontinued FA15.

First Course- 1084- COS0080L, 1084 PT- COS0080PL, 1204- COS0012L, 1204 PT- COS0012PL

Fall term includes prior Summer term enrollment in major.

200% Graduation Rate includes graduates in 150% Rate.

Source: IR Program Assessment Data

Graduation Rates by Race/Ethnicity

Major	Summer or Fall Term	Race/Ethnicity	Registered in First Course	Graduated within 150% Time	Graduation Rate	Graduated within 200% Time	Graduation Rate
1084- Cosmetology	FA18	Asian	1	1	100.0%	1	100.0%
		Black	7	3	42.9%	3	42.9%
		Hispanic	21	8	38.1%	8	38.1%
		Two or More Races	4	2	50.0%	2	50.0%
		Unknown	1	1	100.0%	1	100.0%
		White	49	27	55.1%	28	57.1%
	FA19 – 200% In Progress	Asian	2	1	50.0%	1	50.0%
		Black	17	9	52.9%	9	52.9%
		Hispanic/Latino	22	15	68.2%	15	68.2%
		Two or More Races	7	2	28.6%	2	28.6%
		White	50	31	62.0%	31	62.0%
	FA20 – In Progress	Black	10	0	0.0%	0	0.0%
		Hispanic	19	0	0.0%	0	0.0%
		Two or More Races	8	0	0.0%	0	0.0%
		Unknown	1	0	0.0%	0	0.0%
White		44	0	0.0%	0	0.0%	
1204- Barbering	FA18	Black	9	5	55.6%	5	55.6%
		Hispanic	3	0	0.0%	0	0.0%
		Two or More Races	2	1	50.0%	1	50.0%
		White	7	2	28.6%	2	28.6%
	FA19 – 200% In Progress	Black	7	3	42.9%	3	42.9%
		Hispanic/Latino	8	5	62.5%	5	62.5%
		Two or More Races	1	0	0.0%	0	0.0%
		Unknown	2	2	100.0%	2	100.0%
		White	7	3	42.9%	3	42.9%
	FA20 – In Progress	Black	2	0	0.0%	0	0.0%
		Hispanic/Latino	10	0	0.0%	0	0.0%
		White	1	0	0.0%	0	0.0%

Graduation Rates By Gender

Major	Fall Term	Race/Ethnicity	# Students	Graduated within 150% Time	Graduation Rate	Graduated within 200% Time	Graduation Rate	
1084- Cosmetology	2017	Female	76	45	59.2%	45	59.2%	
		Male	4	2	50.0%	2	50.0%	
	2018	Female	78	40	51.3%	41	52.6%	
		Male	4	1	25.0%	1	25.0%	
		PrefNoAns	1	1	100.0%	1	100.0%	
	2019	Female	92	53	57.6%	53	57.6%	
		Male	1	1	100.0%	1	100.0%	
		PrefNoAns	1	1	100.0%	1	100.0%	
		Unknown	4	3	75.0%	3	75.0%	
	2020	Female	74	0	0.0%	0	0.0%	
		Male	2	0	0.0%	0	0.0%	
		PrefNoAns	5	0	0.0%	0	0.0%	
		Unknown	1	0	0.0%	0	0.0%	
	1204- Barbering	2017	Female	2	0	0.0%	0	0.0%
			Male	7	4	57.1%	4	57.1%
		2018	Female	4	3	75.0%	3	75.0%
Male			16	5	31.3%	5	31.3%	
Unknown			1	0	0.0%	0	0.0%	
2019		Female	6	1	16.7%	1	16.7%	
		Male	18	11	61.1%	11	61.1%	
		PrefNoAns	1	1	100.0%	1	100.0%	
2020		Female	2	0	0.0%	0	0.0%	
		Male	11	0	0.0%	0	0.0%	

Persistence Rates

Major	Term	Registered	Exclusions	Adjusted Cohort	Retained by DSC		Retained by Program		Retained by College
					N	%	N	%	%
1084 COSMETOLOGY	FA16 to SP17	164	28	136	1	1%	94	69%	70%
	FA17 to SP18	115	18	97	2	2%	68	70%	72%
	FA18 to SP19	132	14	118	5	4%	63	53%	57%
	FA19 to SP20	136	12	124	9	7.3%	73	58.9%	66.1%
	FA20 to SP21	125	38	87	1	1.1%	69	79.3%	80.5%
1204 BARBERING	FA16 to SP17	30	8	22	0	0%	10	45%	45%
	FA17 to SP18	29	7	22	3	14%	9	41%	55%
	FA18 to SP19	35	5	30	1	3%	17	57%	60%
	FA19 to SP20	42	2	40	3	7.5%	20	50%	57.5%
	FA20 to SP21	28	7	21	1	4.8%	11	52.4%	57.1%

Persistence Rates by Race/Ethnicity

Major	Term	Race/Ethnicity	Registered	Exclusions	Adjusted Cohort	Retained by Program	
						N	%
1084 COSMETOLOGY	FA18 to SP19	Asian	1	0	1	1	100%
		Black	14	3	11	4	36%
		Hispanic	35	4	31*	17	55%
		Two or More Races	10	2	8	3	38%
		Unknown	1	0	1	1	100%
		White	71	5	66	37	56%
	FA19 to SP20	Asian	2	0	2*	1	50.0%
		Black	20	1	19	11	57.9%
		Hispanic	33	1	32*	18	56.3%
		Two or More Races	7	0	7	3	42.9%
		Unknown	1	1	0	N/A	
		White	73	9	64*	40	62.5%
	FA20 to SP21	American Indian/Alas	1	1	0		
		Black	17	6	11	8	72.7%
		Hispanic	34	13	21	18	85.7%
		Two or More Races	9	1	8	6*	75.0%
		Unknown	1	0	1	0	0.0%
		White	63	17	46	37	80.4%
1204 BARBERING	FA18 to SP19	Black	11	2	9*	7	78%
		Hispanic	3	0	3	2	67%
		Two or More Races	4	1	3	1	33%
		White	17	2	15	7	47%
	FA19 to SP20	Black	12	2	10*	6	60.0%
		Hispanic	13	0	13	5	38.5%
		Two or More Races	2	0	2	1	50.0%
		Unknown	3	0	3*	2	66.7%
		White	12	0	12*	6	50.0%
	FA20 to SP21	Black	6	2	4	2	50.0%
		Hispanic	14	3	11	8*	72.7%
		Two or More Races	1	0	1	0	0.0%
White		7	2	5	1	20.0%	

*one or more students retained by DSC

Persistence Rates by Gender

Major	Term	Gender	Registered	Exclusions	Adjusted Cohort	Retained by Program	
						N	%
1084 COSMETOLOGY	FA18 to SP19	Female	124	14	110	60	55%
		Male	8	0	8	3	38%
	FA19 to SP20	Female	121	10	111	64	58%
		Male	3	1	2	1	50%
		Unknown	12	1	11	8	73%
	FA20 to SP21	Female	115	36	79	62*	78.5%
		Male	2	0	2	2	100%
		PrefNoAns	7	2	5	4	80%
		Unknown	1	0	1	1	100%
	1204 BARBERING	FA18 to SP19	Female	11	1	10	3
Male			23	4	19	13	68%
Unknown			1	0	1	1	100%
FA19 to SP20		Female	10	0	10	4	40%
		Male	29	2	27	14	52%
		Unknown	3	0	3	2	67%
FA20 to SP21		Female	9	2	7	2*	28.6%
		Male	19	5	14	9	64.3%

*one student retained by DSC

Placement Rates

		2014/15		2015/16		2016/17		2017/18		2018/19		Average Annual Salary
Program Title	Major	DSC%	FCS%	DSC%	FCS%	DSC%	FCS%	DSC%	FCS%	DSC%	FCS%	
Cosmetology	1084	48%	49%	51%	61%	70%	64%	52%	58%	62%	56%	\$25,856
Barbering	1204	71%	60%	25%	***%	***%	***%	60%	***%	67%	***%	\$**,***

*Inactive Program

N/A - No placement data for the program.

(****), (\$**,***), or (***%) - Number of graduates less than 10 but greater than 0 suppressed.

■ Indicates the College average above the State Averages
■ Indicates the College average same as the State Averages
■ Indicates the College average below the State Averages

Licensing Exam

	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20
Barbering			100%	94%	86%	92%	95%	90%	84%
Cosmetology	95%	96%	95%	89%	86%	89%	86%	93%	97%

Source: Daytona State Department Chairs are solicited for this data.

Course Success Rates

Major and Associated Courses		2017-2018		2018-2019		2019-2020		2020-2021		
		Attempted	% Successful	Attempted	% Successful	Attempted	% Successful	Attempted	% Successful	
1084- Cosmetology	COS0080L	139	90%	138	87%	166	87%	150	89%	↑
	COS0081L	138	87%	128	85%	145	84%	138	82%	
	COS0082L	104	88%	124	85%	104	86%	114	88%	
	COS0083L	97	91%	115	83%	94	95%	98	95%	
	COS0084L	110	96%	112	94%	95	92%	99	99%	
	COS0905	10	100%	7	100%	11	91%	1	100%	
	COS0930	4	100%			1	100%			
Cosmetology Bridge	CSP0003L	1	100%	2	100%			1	0%	
Barbering Bridge	COS0501L	15	100%	13	85%	9	100%	7	86%	
1204- Barbering	COS0012L	24	92%	29	83%	38	82%	14	93%	↑
	COS0511L	21	90%	27	67%	31	97%	13	85%	
	COS0560L	21	90%	23	91%	26	65%	19	100%	
	COS0570L	19	100%	23	96%	21	76%	19	84%	
	COS0580L	20	100%	15	93%	21	71%	19	100%	

■ Indicates a success rate of 90% or higher
■ Indicates a success rate between 70% and 89%
■ Indicates a success rate below 70%

Course Success Rate By Race and Ethnicity (1 of 2)

Program, Course, and Race/Ethnicity	2018-2019		2019-2020		2020-2021	
	Enroll	Success	Enroll	Success	Enroll	Success
1084 - Cosmetology						
COS0080L	138	87%	166	87%	150	89%
American Indian			1	100%		
Asian	1	100%	2	100%		
Black	18	61%	29	79%	19	79%
Hispanic/Latino	28	89%	42	86%	35	97%
Two or More Races	7	86%	10	80%	13	77%
Unknown					2	100%
White	79	92%	82	91%	81	89%
COS0081L	128	85%	145	84%	138	82%
American Indian			1	100%		
Asian	1	100%	2	50%		
Black	14	64%	24	88%	17	71%
Hispanic/Latino	25	92%	38	89%	35	83%
Two or More Races	7	86%	9	56%	10	70%
Unknown					2	50%
White	77	86%	71	85%	74	86%
COS0082L	124	85%	104	86%	114	88%
American Indian					1	100%
Asian	1	100%	1	100%		
Black	11	82%	14	71%	17	59%
Hispanic/Latino	30	93%	23	91%	34	97%
Two or More Races	7	71%	4	75%	7	71%
Unknown	2	100%	2	100%		
White	73	84%	60	87%	55	93%
COS0083L	115	83%	94	95%	98	95%
American Indian					1	100%
Asian	1	100%	1	100%		
Black	11	64%	12	92%	12	92%
Hispanic/Latino	28	89%	23	83%	30	97%
Two or More Races	6	83%	3	100%	5	100%
Unknown	2	100%	2	100%		
White	67	82%	53	100%	50	94%

Program, Course, and Race/Ethnicity	2018-2019		2019-2020		2020-2021	
	Enroll	Success	Enroll	Success	Enroll	Success
COS0084L	112	94%	95	92%	99	99%
American Indian/Alas					1	100%
Asian	2	100%	1	100%	1	100%
Black	15	100%	6	100%	15	100%
Hispanic/Latino	29	97%	22	86%	30	100%
Two or More Races	7	86%	4	100%	3	100%
Unknown			3	100%		
White	59	92%	59	92%	49	98%
COS0905	7	100%	11	91%	1	100%
Black	1	100%	1	100%		
Hispanic/Latino			5	100%		
Two or More Races	1	100%	1	100%		
White	5	100%	4	75%	1	100%
COS0930			1	100%		
Hispanic/Latino			1	100%		

■ Indicates a success rate of 90% or higher
■ Indicates a success rate between 70% and 89%
■ Indicates a success rate below 70%

Course Success Rate By Race and Ethnicity (2 of 2)

Program, Course, and Race/Ethnicity	2018-2019		2019-2020		2020-2021	
	Enroll	Success	Enroll	Success	Enroll	Success
1204 - Barbering						
COS0012L	29	83%	38	82%	14	93%
Black	14	79%	10	90%	3	100%
Hispanic/Latino	4	75%	12	58%	10	90%
Two or More Races	2	100%	2	100%		
Unknown	1	100%	2	100%		
White	8	88%	12	92%	1	100%
COS0511L	27	67%	31	97%	13	85%
Black	13	62%	9	100%	3	67%
Hispanic/Latino	3	67%	7	100%	9	89%
Two or More Races	2	50%	2	100%		
Unknown	1	100%	2	100%		
White	8	75%	11	91%	1	100%
COS0560L	23	91%	26	65%	19	100%
Black	8	100%	11	36%	5	100%
Hispanic/Latino	2	100%	5	100%	10	100%
Two or More Races	3	100%	1	100%	1	100%
Unknown			3	67%		
White	10	80%	6	83%	3	100%
COS0570L	23	96%	21	76%	19	84%
Black	8	100%	6	83%	5	80%
Hispanic/Latino	2	100%	5	80%	10	90%
Two or More Races	3	67%	1	0%	1	0%
Unknown			3	100%		
White	10	100%	6	67%	3	100%
COS0580L	15	93%	21	71%	19	100%
Black	2	100%	10	60%	5	100%
Hispanic/Latino	3	100%	2	50%	7	100%
Two or More Races	1	100%	1	100%		
Unknown			1	100%	2	100%
White	8	88%	7	86%	5	100%




Program, Course, and Race/Ethnicity	2018-2019		2019-2020		2020-2021	
	Enroll	Success	Enroll	Success	Enroll	Success
Barbering Bridge						
COS0501L	13	85%	9	100%	7	100%
Hispanic/Latino	3	67%	3	100%	1	100%
Two or More Races	1	0%	1	100%		
White	9	100%	5	100%	6	100%
Cosmetology Bridge						
CSP0003L	2	100%			1	0%
Black					1	0%
White	2	100%				
Grand Total	756	87%	762	87%	692	90%

■ Indicates a success rate of 90% or higher
■ Indicates a success rate between 70% and 89%
■ Indicates a success rate below 70%

Source: IR Program Assessment Data

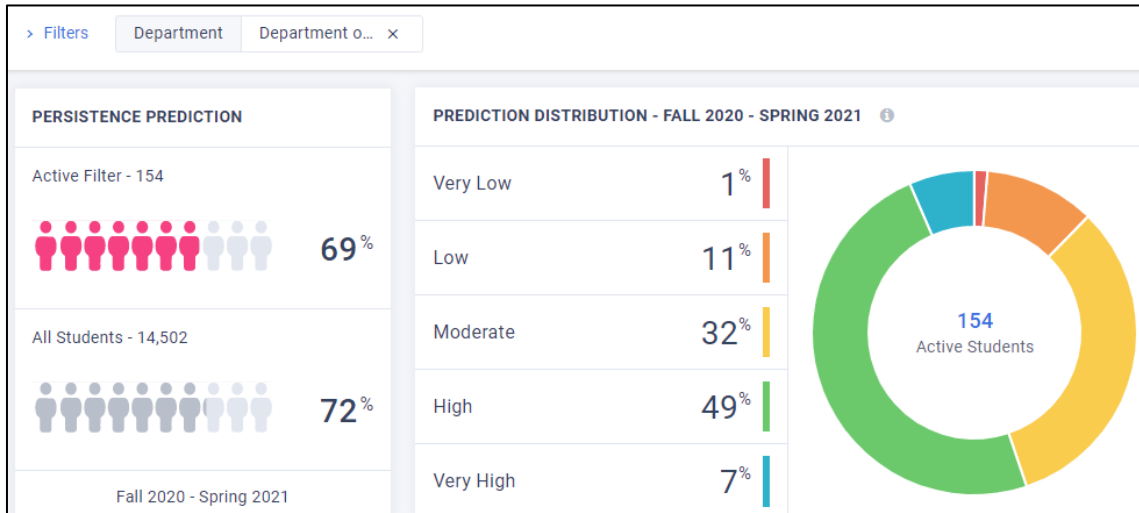
Overall Course Success Rate By Race and Ethnicity

Race and Ethnicity	2019-2020		2020-2021	
	Enroll	Success	Enroll	Success
American Indian	2	100%	3	100%
Asian	7	86%	1	100%
Black	132	80%	102	80%
Hispanic	188	86%	211	94%
Two or More Races	39	79%	40	78%
Unknown	18	94%	6	83%
White	376	90%	329	91%

 Indicates a success rate of 90% or higher
 Indicates a success rate between 70% and 89%
 Indicates a success rate below 70%

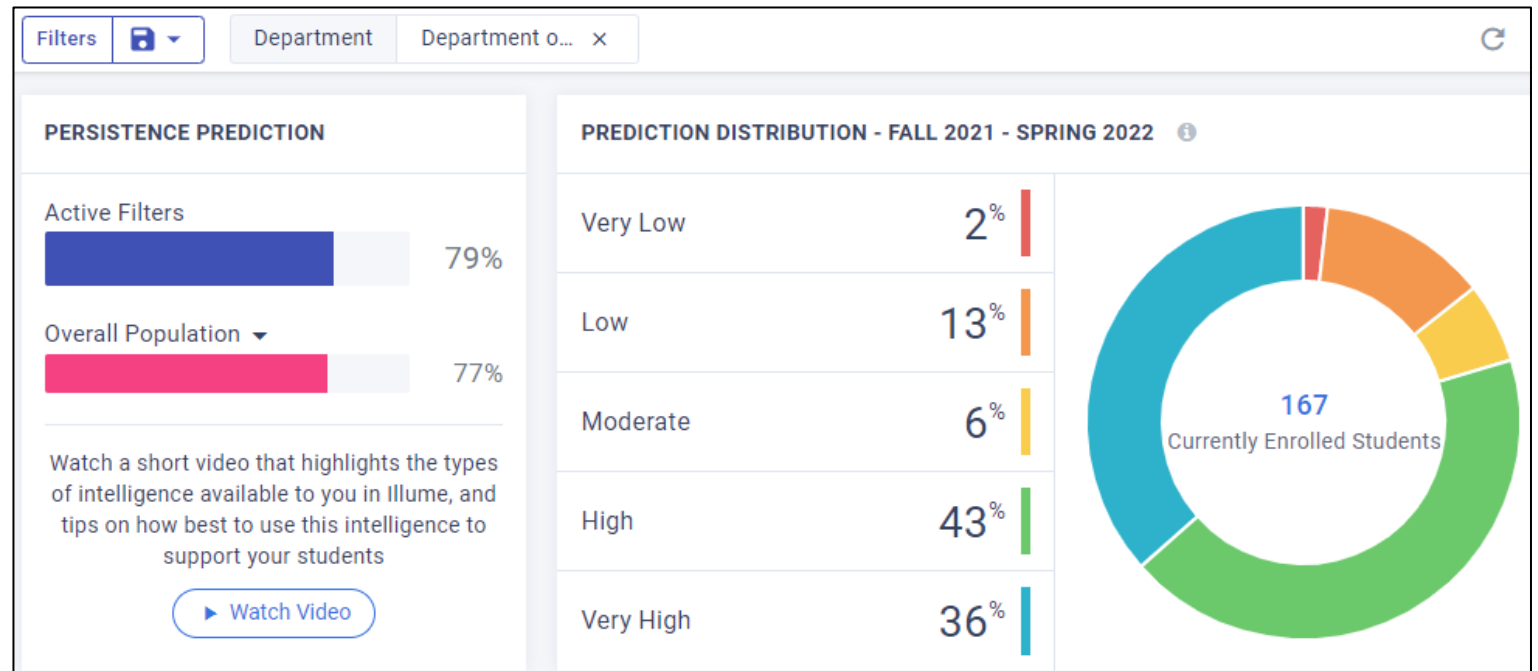
Source: IR Program Assessment Data

Civitas



Screen captured on 3/29/2020

Screen captured on 12/10/2021

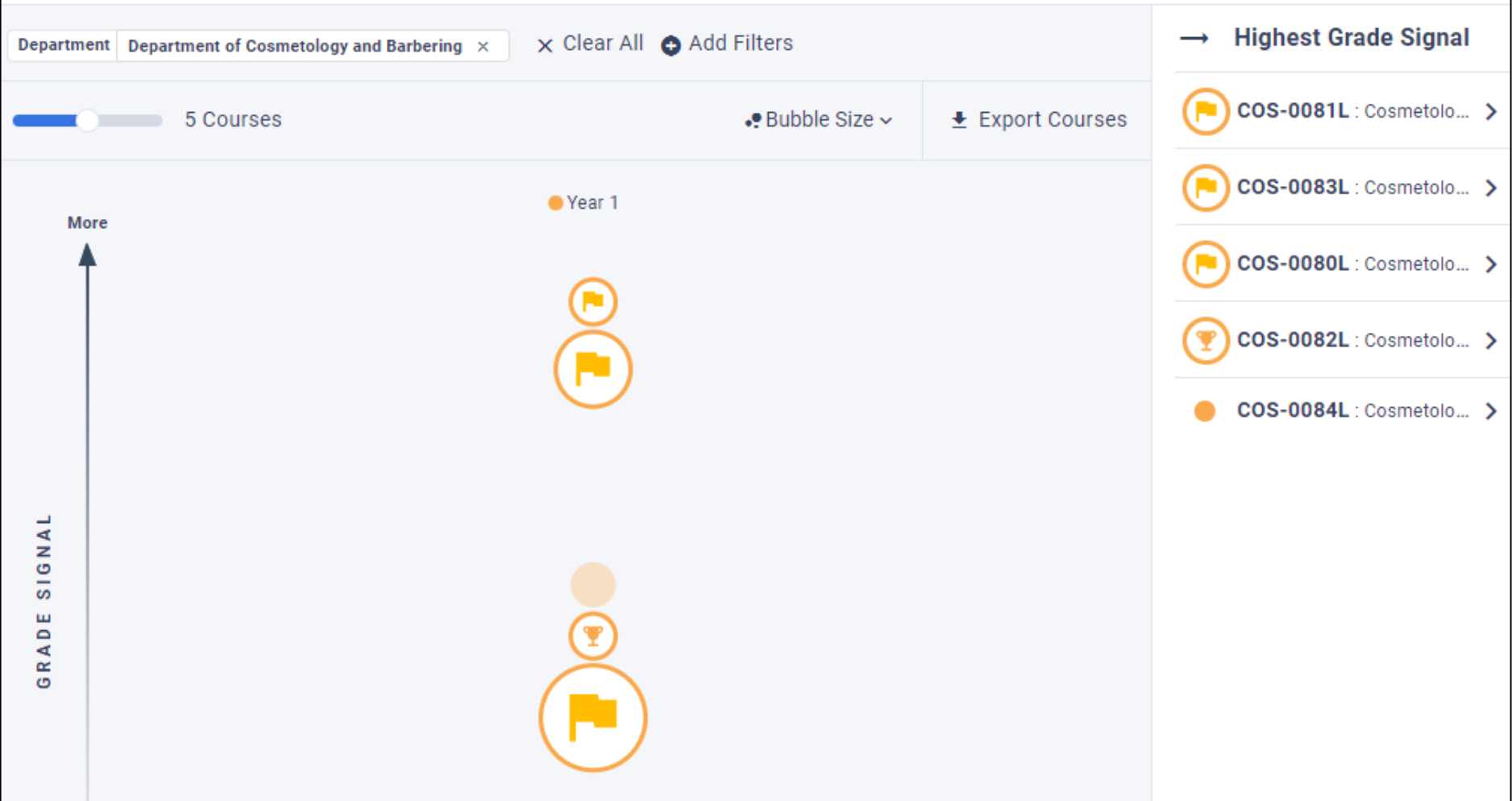


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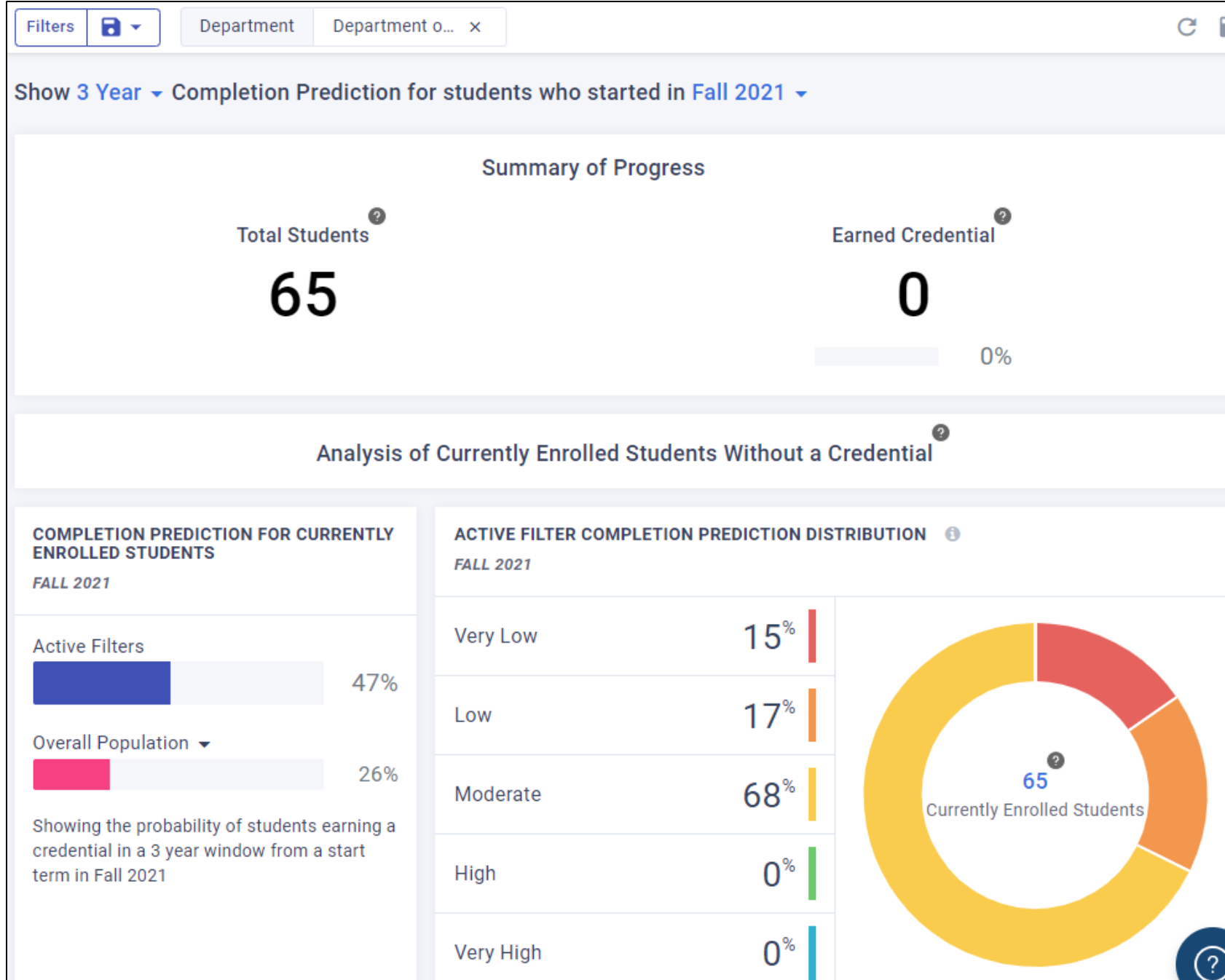
Explore courses where:

A student's course grade strongly signals graduation likelihood ▾

These are courses where a single letter-grade difference creates the biggest boost in graduation likelihood for an individual student. Advising students to prioritize these courses could increase their graduation likelihood.



Civitas





DAYTONA STATE COLLEGE

2021-2022

Academic Affairs

Assessment Day and Program Guides

*How Does Assessment Day Data Impact
Program Requirements and Course Sequence*

Program Guides - Overview

- Given Assessment Day results, are there any changes needed to or desired for the Program Guide?
- Please Review:
 - Program Information
 - General Education Course Selections (if applicable)
 - Program Course Catalog Information
 - Program of Study (sequence of courses)

Program Guides – Information Review

- Mission statement
 - Does it accurately state the purpose and goals of the program?
- Description
 - Does it clearly portray the nature of the program and any unique characteristics (i.e. embedded certificates, industry certifications, program accreditations, etc.)?

Program Guides – General Ed. Review

- General Education Courses *(if applicable)*
 - Are the selection of courses aligned with the academic knowledge students need to be successful in the related field(s)/occupations?
 - Must be a minimum of 15 credit hours for A.S. programs *(F.A.C. 6A-10.024)*
 - A.S. programs must include at least one core course (Column I) from each general education subject area: Communications, Mathematics, Natural Science, Social Science and Humanities *(F.A.C. 6A-14.0303)*
 - A.S. programs must provide an opportunity for students entering the College to meet the Civic Literacy Competency requirement via course AMH2020 or POS2041 *(F.A.C. 6A-10.02413)*
 - Do the selection of courses allow for seamless transition to the Baccalaureate level (if applicable)?

Program Guides – Course Reqs. Review

- Program Specific Course Requirements
 - Are the courses relevant to the academic and technical skills required in the related field(s)/occupation(s)?
 - Are there any required courses offered by another department? If so, consult with that department on upcoming changes (if any).
 - Are there any courses that have not been offered in over 5 years?

Program Guides – Course Information Review

- Program Specific Course Catalog Information
 - Is the course description accurate?
 - Are the course prefix, number and/or title relevant?
 - Are the term offerings up-to-date?
 - Are the pre-requisite and co-requisite course assignments appropriate to what students need to know to be successful in the requisite (*required*) course?

Program Guide – Program of Study Review

- Program of Study
 - Is the sequence of courses structured from foundational to advanced content, as appropriate?
 - Does the sequence align with course, term offerings?
 - Does the sequence align with course, prerequisite/co-requisite assignments?
 - Are there any special notes/information missing, incorrect or desired?