



*Northeast Alabama Community College*  
Curriculum Committee  
Minutes

August 9, 2017

**Meeting:** The Curriculum Committee held an online meeting on Wednesday, August 9, 2017.

**Participating:** Rodney Land, Chair, Joan Reeves, Angie Stewart,  
Dr. Julia Everett, Dr. Mike Kennamer, Dr. Joe Burke, Haley Johnson, Sherie Grace

**Not Participating:** Jane Hopson, Rob Woodall, Brad Fricks, Chad Gorham, Sherry Whitten, Dr. Eric Campbell

**New Business:**

Chair Rodney Land convened the online meeting. He presented *Applications for Additions to the Curriculum* for COS 134 and COS 135 (see addendum). All participating members voted to approve the *Applications for Additions to the Curriculum* for COS 134 and 135.

Mr. Land also submitted the following changes to the EMS AAS degree plan for Dr. Kennamer:

- EMS 242 – Change hours from 3 to 2
- Add EMS Elective 0-3 hours
- Change the total hours for the degree to 65-68 hours

All participating members voted to approve the changes to the EMS AAS degree plan.

Mr. Land submitted the following changes to the ENT certificate, short-term certificate and degree plans:

- \* Certificate and AAS in ENT - Change DDT Sequence (6 hours) to MDT or DDT sequence (6 hours)
- \* Short Term Certificate and AAS in ENT - Change Electives list to include the following: DDT, ENT, ILT, INT, MTH, PHY, MDT, ACR, MTT, WDT

All participating members voted to approve the changes to the ENT certificate, short-term certificate, and degree plans.

With no other business to discuss, Mr. Land adjourned the meeting.



# Northeast Alabama Community College

## Application for Additions to the Curriculum

- Directions:
- (1) Save this form to your computer as a Word document (.doc extension).
  - (2) Submit the completed form via e-mail to your division director, with a copy e-mailed to the Office of Institutional Planning and Assessment ([doddo@nacc.edu](mailto:doddo@nacc.edu)).
  - (3) Submit a signed print copy to your division director.
  - (4) Attach a copy of the course syllabus.

Please note that the application must be approved by the Curriculum Committee before it is presented to the Vice President/Dean of Instruction for final approval.

1. Course prefix and number                      Course title  
COS 135                                              Advanced Esthetics Applications
2. How does this course help achieve or enhance the Northeast Alabama Community College Mission?  
Provides Available courses with quality instruction that lead to a program completion and degree and graduation with an AAS of Salon and Spa Management with a concentration in Esthetics, which provides advance opportunities in employment within several different areas of the field.
3. Give justification for offering this course at Northeast Alabama Community College.  
To allow to students who already hold a short term or certificate in Salon and Spa management to complete an AAS degree within their field concentration – Esthetics
4. Is this a transfer course? No  
If so, what is the AGSC Transfer Code Designation (A, B, or C)? \_\_\_\_\_
5. Into what degree or certificate program(s) will this course fit? AAS Salon and Spa management – Esthetics
6. Into what STARS area(s) will the course fit in a transfer program (Areas I-V)? elective
7. Is this course listed in the Alabama College System Course Directory? Yes  
If so, please attach a copy of the ACS directory listing.
8. Provide the course description.  
This course provides advanced practical applications related to skin care. Principal topics included massage techniques, various facial treatments, proper product application through skin analysis, and introduction to ingredients and treatments used by the esthetician. Upon completion, the student should be able to perform various massage techniques, prescribe proper type of facial treatment and product, and demonstrate facials using any of the eight functions of the facial machine.
9. Does this course have a previously taught equivalent? If so, please list the prefix, number, title, and track number of the previous course. No
10. List all degree plans, programs, certificates, and/or transfer guides affected, as well as the corresponding areas (Areas I-V). Attach additional page(s) if necessary. Only AAS Salon and Spa management – Esthetics

Submitted by Regan Gilliland Date 8/15/17  
Instructor

Endorsed by [Signature] Date 8/15/17  
Division Director or Director of Workforce Development

Approved by [Signature] Date 8/15/17  
Curriculum Committee Chair

signatures on file

Curriculum Committee.

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Revised 12/02/15.

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Revised Summer 2017

## SYLLABUS

**COS 135**

**Advanced Esthetics Applications**

**FALL 2017**

3 Semester Credit Hours

9 lab contact hours

Instructor: Regina Gilliland  
[gillilandr@nacc.edu](mailto:gillilandr@nacc.edu)  
256-259-1512

### Course Description

This course provides advanced practical applications related to skin care. Principal topics included massage techniques, various facial treatments, proper product application through skin analysis, and introduction to ingredients and treatments used by the esthetician. Upon completion, the student should be able to perform various massage techniques, prescribe proper type of facial treatment and product, and demonstrate facials using any of the eight functions of the facial machine.

Prerequisite: As required by program.

Co-requisites: COS 134

### Course Textbook, Manuals, or Other Required Materials

Gerson, Joel (2013). *Milady's Standard Esthetics Fundamentals textbook*. Clifton Park, NY: Milady Publishing.

Gerson, Joel (2013). *Milady's Standard Esthetics Fundamentals workbook*. Clifton Park, NY: Milady Publishing.

Gerson, Joel (2013). *Milady's Standard Esthetics Fundamentals Exam Review*. Clifton Park, NY: Milady Publishing.

### Course Learning Outcomes

1. The student will practice advanced massage techniques
2. The student will demonstrate advanced facial treatments
3. The student will demonstrate proper product application
4. The student will perform skin analysis
5. The student will discuss ingredients related to treatments

## Outline of Course Topics

- A. Massage techniques
- B. Various facial treatments
- C. Proper product application
- D. Proper skin analysis
- E. Introduction to product ingredients
- F. Treatments possible
- G. Contraindications

## Methods of Instruction

- A. Lecture/Lab
- B. Milady Standard Esthetics Fundamentals DVD
- C. Dermalogica DVD
- D. Independent study/practice

## Evaluation and Assessment

- A. Course Grade Assessment  
Upon completion of the each lesson and assignments, the student should be able to completely perform each of the criteria in job entry-level practical skills. Students will be expected to score a minimum of 75% on written and practical and oral exams.
- B. Departmental Assessment of Learning Outcomes
  1. In a designated lab assignment, the student will identify advanced massage techniques by scoring a minimum of 75% on lab assignment.
  2. In a designated lab assignment, the student will demonstrate advanced facial treatments by scoring a minimum of 75% on selected assignment.
  3. In a designated lab assignment, the student will demonstrate proper product application by scoring a minimum of 75% on assignment.
  4. In a designated lab assignment, the student will perform skin analysis by scoring a minimum of 75% on assignment.
  5. In a designated lab setting the student will discuss ingredients related to treatments by scoring 75% on an selected oral assessment.
- C. Use of Assessment Findings  
During the Fall In-service of the year following a scheduled review of this course, a committee will review all course assessment materials submitted by the instructors and division chair. The committee will send a report of

any recommended curriculum changes to the division chair, who will then submit them to the Student Learning Outcomes Committee. Upon approval by the Student Learning Outcomes Committee, a copy will be filed with the Office of Institutional Planning and Assessment.

Attendance

Students are expected to attend all classes for which they are registered. Students who are unable to attend class regularly, regardless of the reason or circumstance, should withdraw from that class before poor attendance interferes with the student's ability to achieve the objectives required in the course. Withdrawal from class can affect eligibility for federal financial aid.

*Attendance within Esthetics is not only expected but is also a requirement to accumulate hours toward State Board of Cosmetology (1000 clock hours). If you are absent from class, you should make arrangements with your instructor to make-up hours missed.*

***REMEMBER: Making up hours for State Board, DOES NOT MAKE UP DAILY POINTS EARNED ON ACCOUNTABILITY REPORT, IT ONLY MAKES UP HOURS TOWARD COMPLETION OF PROGRAM.***

***MAXIMUM POINTS AVAILABLE:***

***POINTS***

Points are earned as Follows

Class/Lab Participation	600 points
Final (performance in Lab)	300 points
<b>TOTAL POINTS POSSIBLE</b>	<b>900 POINTS</b>

**NOTE: Test may be split in points to equal a total amount. 25+25=50.**

Statement on Discrimination/Harassment

The College and the Alabama State Board of Education are committed to providing both employment and educational environments free of harassment or discrimination related to an individual's race, color, gender, religion, national origin, age, or disability. Such harassment is a violation of State Board of Education policy. Any practice or behavior that constitutes harassment or discrimination will not be tolerated.

Statement of Adherence to ADA Guidelines

Instructors will adhere to the *Americans With Disabilities Act* and/or *Section 504* of the *Rehabilitation Act* (1973) and will publish the following statement on course outlines given to students at the beginning of each semester: "Any individual who qualifies for reasonable accommodations under the *Americans With Disabilities Act* or *Section 504* of the *Rehabilitation Act* (1973) should notify the instructor immediately."



# Northeast Alabama Community College

## Application for Additions to the Curriculum

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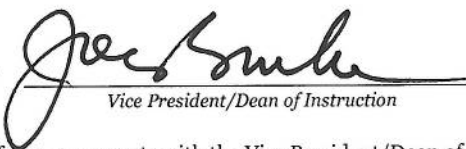
Please note that the application must be approved by the Curriculum Committee before it is presented to the Vice President/Dean of Instruction for final approval.

1. Course prefix and number                      Course title  
COS 134                                              Advanced Esthetics
2. How does this course help achieve or enhance the Northeast Alabama Community College Mission?  
Provide Available courses with quality instruction that lead to a program completion and degree and graduation with an AAS of Salon and Spa Management with a concentration in Esthetics, which provides advance opportunities in employment within several different areas of the field.
3. Give justification for offering this course at Northeast Alabama Community College.  
To allow to students who already hold a short term or certificate in Salon and Spa management to complete an AAS degree within their field of Esthetics
4. Is this a transfer course? No  
If so, what is the AGSC Transfer Code Designation (A, B, or C)? \_\_\_\_\_
5. Into what degree or certificate program(s) will this course fit? AAS Salon and Spa management – Esthetics
6. Into what STARS area(s) will the course fit in a transfer program (Areas I-V)? elective
7. Is this course listed in the Alabama College System Course Directory? Yes  
If so, please attach a copy of the ACS directory listing.
8. Provide the course description.  
This course includes an advanced study of anatomy and physiology relating to skin care, cosmetic chemistry, histology of the skin, and massage and facial treatments. Upon completion, the student should be able to discuss the functions of the skin, effects of chemicals on the skin, different types of massage and benefits, and key elements of the basic facial treatment.
9. Does this course have a previously taught equivalent? If so, please list the prefix, number, title, and track number of the previous course. No
10. List all degree plans, programs, certificates, and/or transfer guides affected, as well as the corresponding areas (Areas I-V). Attach additional page(s) if necessary. Only AAS Salon and Spa management – Esthetics

Submitted by Regina G. H. Lind                      Date 8/10/17  
*Instructor*

Endorsed by [Signature]                      Date 8/15/17  
*Division Director or Director of Workforce Development*

Approved by [Signature]                      Date 8/15/17  
*Curriculum Committee Chair*

\*Approved by  Date 8-15-17  
*Vice President/Dean of Instruction*

\*Final approval of any course rests with the Vice President/Dean of Instruction.



Revised Summer 2017

## SYLLABUS

**COS 134**  
**FALL 2017**

### **Advanced Esthetics**

3 Semester Credit Hours

1 theory/6 lab

Instructor: Regina Gilliland  
[gillilandr@nacc.edu](mailto:gillilandr@nacc.edu)  
256-259-1512  
205-559-7209

#### Course Description

This course includes an advanced study of anatomy and physiology relating to skin care, cosmetic chemistry, histology of the skin, and massage and facial treatments. Upon completion, the student should be able to discuss the functions of the skin, effects of chemicals on the skin, different types of massage and benefits, and key elements of the basic facial treatment.

Prerequisite: As required by program.

Co-requisites: COS 135

#### Course Textbook, Manuals, or Other Required Materials

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Gerson, Joel (2013). *Milady's Standard Esthetics Fundamentals Exam Review*. Clifton Park, NY: Milady Publishing.

#### Course Learning Outcomes

1. The student will identify advanced anatomy and physiology related to skin care.
2. The student will demonstrate understanding of the effects of chemicals used on the face.
3. The student will discuss the skin and its functions.
4. The student will discuss benefits of different facial massage techniques.
5. The student will demonstrate key elements of a basic facial and treatments.
6. The student will demonstrate understanding of treatments for different skin types and conditions.

## Outline of Course Topics

- A. Anatomy
- B. Physiology
- C. Cosmetic chemistry
- D. Histology of the skin
- E. Massage of the face
- F. Treatments for the face
- G. Contraindications
- H. Functions of the skin
- I. Chemistry, Ingredients, and Selection of skin care products
- J. Effects of chemicals on the face
- K. Benefits of massage
- L. Facial treatments

## Methods of Instruction

- A. Lecture/Lab
- B. Milady Standard Esthetics Fundamentals DVD
- C. Dermalogica DVD
- D. Independent study/practice

## Evaluation and Assessment

- A. Course Grade Assessment  
Upon completion of the each lesson and assignments, the student should be able to completely perform each of the criteria in job entry-level practical skills. Students will be expected to score a minimum of 75% on written and practical and oral exams.
- B. Departmental Assessment of Learning Outcomes
  1. The student will identify advanced anatomy and physiology related to skin care by scoring a minimum of 75% on selected questions on a written exam and oral.
  2. The student will demonstrate understanding of the effects of Chemicals used on the face by scoring a minimum of 75% on selected questions on a written and oral exam.
  3. The student will demonstrate knowledge and understanding of the skin and its functions by scoring a minimum of 75% on a written exam.
  4. The student will discuss benefits of facial massage techniques by scoring a minimum of 75% on an oral exam.

5. The student will demonstrate knowledge and understanding of the key elements of a basic facial and treatments by scoring 75% on a written exam.
6. The student will demonstrate knowledge and understanding of treatments for different skin types and conditions by scoring 75% on a written exam.

C. Use of Assessment Findings

During the Fall In-service of the year following a scheduled review of this course, a committee will review all course assessment materials submitted by the instructors and division chair. The committee will send a report of any recommended curriculum changes to the division chair, who will then submit them to the Student Learning Outcomes Committee. Upon approval by the Student Learning Outcomes Committee, a copy will be filed with the Office of Institutional Planning and Assessment.

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*Attendance within Esthetics is not only expected but is also a requirement to accumulate hours toward State Board of Cosmetology (1000 clock hours). If you are absent from class, you should make arrangements with your instructor to make-up hours missed.*

***REMEMBER: Making up hours for State Board, DOES NOT MAKE UP DAILY POINTS EARNED ON ACCOUNTABILITY REPORT, IT ONLY MAKES UP HOURS TOWARD COMPLETION OF PROGRAM.***

<b><i>MAXIMUM POINTS AVAILABLE:</i></b>	<b><i>POINTS</i></b>
<u>Points are earned as Follows</u>	
Chapter 7 test	50 points
Chapter 8 test	50 points
Chapter 12 test	50 points
Chapter 14 test	50 points
Chapter 15 test	50 points
Class/Lab Participation	600 points
Workbooks	200 points
Final (cumulative written)	100 points
<b>TOTAL POINTS POSSIBLE</b>	<b>1150 POINTS</b>

**NOTE: Test may be split in points to equal a total amount. 25+25=50.**

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