

Curriculum Review Policy

I. Introduction. The Department of Professional and Occupational Regulation (DPOR) Board for Barbers and Cosmetology largely determines the content and learning objectives for the Esthetics and Master Esthetics programs. However, within those guidelines IECT gets the opportunity to select course materials, teaching styles and methodology, and assessment strategies.

II. Purpose. The purpose of this policy is to ensure that the curriculum used in the IECT program are current and relevant to the student outcomes.

III. Definitions. Curriculum. The courses, content, knowledge and skills within a program of study. **Student Outcomes.** The learning objectives expected of students.

IV. Policy Statement. The Director of Education and the President (Education Team or ET) will jointly evaluate the curriculum to ensure that it meets the requirements of DPOR as well as for currency of tools, techniques, content and instruction and to promote positive student outcomes.

V. Process. After each program cohort or individual completion, the ET will meet to review courses, feedback tools (formative and summative assessment) and results (grades), techniques, content, online information, and instruction. The ET will review the tools used in the education process, the currency of course materials, the teaching and learning techniques, and other content related information.

VI. Procedures.

A. The ET will meet within two weeks after each cohort completion. They will review, discuss and document the following:

1. Book currency
2. New industry trends/techniques
3. Currency of handouts
4. Currency of links, videos, audio recordings
5. Regulatory changes
6. Web2.0/3.0 strategies
7. Instruction

B. The ET will obtain feedback from the student(s) on the curriculum and instruction

C. Record the results of the meeting and identify improvement opportunities

D. Make necessary adjustments where required

E. Compare data results, findings to previous feedback sessions to identify strategic opportunities.

F. Share results with instructors prior to the next course and during performance review

G. Provide instructors

F. Share results during annual planning meetings and budgetary requirements as necessary

VII. Review. This policy will be reviewed at least annually on the anniversary date of its inception unless otherwise stated. The policy will be initialed by the President, Owner, and Director of Education on its effective date.

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DATE 11/28/2018

INITIALS SG President

INITIALS DW Director of Education

INITIALS CG Owner



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