

Advisory Committee Fall 2023 Minutes

Barber

October 30, 2023 – 10:04AM –Century City Center
Joe Chat Sumner Conference Room

Members Present

Jessica Nelson
Misty Diaz
Amanda Akin
Rhonda McNair
Napoleon Walker
Brittany Myles

Vernon College Faculty/Staff

Angela Ward
Bettye Hutchins
Zachary Nguyen-Moore
Kelli Lehman

Members Not Present

Tommy Gonzales
Lanny Walker

Welcome and IntroductionsAngela Ward
Angela Ward welcomed the committee and introduced those present to introduce themselves.

Purpose of Advisory CommitteeBettye Hutchins
Bettye Hutchins explained the purpose and importance of advisory committees and the role they play at Vernon College.

Election of Vice-Chair and RecorderBettye Hutchins
Bettye Hutchins explained the duties of Vice-Chair and Recorder and invited volunteers and nominations for those roles.
Volunteer for Vice-Chair – Amanda Akin
Volunteer for Recorder – Rhonda McNair

Chair..... Jessica Nelson

Old Business/Continuing Business.....Jessica Nelson
Jessica Nelson asked if there was any old business to discuss. With no old business, Jessica moved on to new business.

New BusinessJessica Nelson

TDLR Updates.....Angela Ward
Jessica Nelson asked Angela Ward to review the latest TLDR updates and how they will affect the program. Rules and regulations have been combined for cosmetology and barber, but the licenses will remain separate. The first 700 hours of study can be applied to either the barber or cosmetology program, then the last 300 hours of study will be focused the program of their choice. Angela then opened the floor for questions and concerns. After discussion, Jessica moved on to program outcomes.

❖ **Review program outcomes, assessment methods/results, and workplace competency**

Jessica Nelson asked Angela Ward to review the program outcomes.

Program outcomes

1. Identify and demonstrate sanitation, disinfection, and safety using universal precautions in accordance with the Texas Department of Licensing and Regulation.
2. Demonstrate the procedure for manicuring, massage and identify skin diseases/disorders and explain nail structure and nail growth.
3. Demonstrate the procedure for a facial treatment, identify skin diseases/disorders, and explain skin structure and growth.
4. Explain chemical texture service and the products used in performing these services. Demonstrate the procedure for a permanent wave.
5. Explain client consultation and scalp analysis.
6. Identify terminology and methodology used in haircutting and demonstrate haircutting techniques with the use of shears, clippers, and razors.
7. Identify the principle of hairstyling and demonstrate the finishing technique.
8. Explain the theory of hair color. Demonstrate and explain a patch test and a strand test. Demonstrate the application of hair color for a tint retouch.
9. Identify terminology and methodology used in shaving services. Demonstrate and explain razor safety.
10. Explain the requirement and responsibilities of an individual seeking to obtain a license to provide barbering services in the state of Texas as set forth by the Texas Department of Licensing and Regulation.

❖ **Approve program outcomes**

After review, Jessica asked if there were any suggestions. With no further discussion, Jessica asked for a motion to approve the program outcomes as presented.

Amanda Akin made a motion to approve.

Rhonda McNair seconded the motion.

The motion passed and the committee approved the program outcomes as presented.

Jessica then moved on to assessment methods.

❖ **Approve assessment methods and results**

Jessica Nelson asked Angela Ward to review the assessment methods and results.

Program outcomes are based on criteria mandated by the licensure agency, Texas Department of Licensing and Regulation. PSI is contracted by TDLR to administer the written and practical exam for all Barber students in the state of Texas seeking licensure. PSI uses Milady curriculum for both exams. Our students are assessed through pre-exams, post exams, test-out procedures, and a monthly practical combining theory procedures and PSI procedure criteria. The monthly practical tracks the student's technical skill level. Each service the student performs is assessed, graded and initialed by the instructor.

After review, Jessica asked if there were any suggestions. With no further discussion, she asked for a motion to approve the assessment methods as presented.

Amanda Akin made a motion to approve.

*Misty Diaz seconded the motion.
The motion passed and the committee approved the assessment methods as presented.
Jessica then moved on to workplace competency.*

❖ **Approval of workplace competency (course or exam)**

Jessica Nelson asked Angela Ward to review the workplace competency.

Program Outcome	Number of students who took the course or licensure exam	Results per student	Use of results
1-9	Written- 1 Practical- 13	Written 79% passed practical 100% passed	To identify areas of weakness to improve teaching methods.

Verification of workplace competencies:
Texas Department of Licensing and Regulation Written and Practical Examinations

*After review, Jessica asked if there were any suggestions. With no further discussion, Jessica asked for a motion to approve the workplace competency as presented.
Amanda Akin made a motion to approve.
Misty Diaz seconded the motion.
The motion passed and the committee approved the workplace competency as presented.
Jessica then moved on to accreditation.*

❖ **Program Specific Accreditation Information and Requirements (if applicable)**

N/A

❖ **Review program curriculum/courses/degree plans**

With nothing to discuss regarding accreditation, Jessica Nelson asked Angela Ward to review the current curriculum.

Barber State written exam pass rate for the state of Texas is 42% the practical is 92% pass rate

Barber, Level 1 Certificate

CIP 12.0402

Revisions to this program are pending approval by the Texas Department of Licensing and Regulations. Please check with your advisor for updates.

Instructional Location - Century City Center

CERTIFICATE OF COMPLETION (Probable Completion Time – (9 months or 32 Weeks)

Major Requirements (30 SH)

** Must successfully complete a minimum of 1000 training hours*

Barber – Level I Certificate

Related Requirement

Course Number	Course Name	Hours
LEAD 1100	Workforce Development with Critical Thinking	1

Major Requirements

1st Semester

Course Number	Course Name	Hours
BARB 1404	Introduction to Barber Styling	4
BARB 1402	Barber Styling I	4
BARB 1442	Barber Styling II	4
BARB 1291	ST in barber: Manicuring and Related Theory	2

2nd Semester

Course Number	Course Name	Hours
BARB 1307	Introduction to Hair Design	3
BARB 2431	Advanced Barber Styling I	4
BARB 2441	Advanced barber Styling II	4
BARB 2432	Barber Law and Shop Management I	4
	Total Credit Hours	30

Course descriptions and learning outcomes provided as a separate document.

❖ Approve program revisions (if applicable)

After review, Jessica asked if there were any suggestions. With no further discussion, Jessica asked for a motion to approve the curriculum as presented.

Amanda Akin made a motion to approve.

Misty Diaz seconded the motion.

The motion passed and the committee approved the curriculum as presented.

Jessica then moved on to the following matrices.

❖ Approve 2022-2023 SCANS, General Education, Program Outcomes, and Institutional Outcome Matrices.

Jessica Nelson asked Angela Ward to review the following matrices.

SCANS Matrix: The SCANS (Secretary’s Commission on Achieving Necessary Skills) Matrix represents the 8 Federal requirements that must be taught. The matrix shows how we are mapping them back to each of the courses in the program.

Program: Barber									Credential: Certificate of Completion
Award: Barber Certificate of Completion									
Cip: 12.0402									
LIST OF ALL COURSES REQUIRED AND IDENTIFIED COMPETENCIES									
SCANS COMPETENCIES								Course Number	Course Title
1	2	3	4	5	6	7	8		
X	X		X	X	X	X		LEAD 1100	Workforce Development with Critical Thinking
X	X	X	X	X	X	X	X	BARB 1402	Barber Styling I
X	X	X	X	X	X	X	X	BARB 1404	Introduction to Barber Styling
X	X	X	X	X	X	X	X	BARB 1307	Introduction to Hair Design
X	X	X	X	X	X	X	X	BARB 1442	Barber Styling II
X	X	X	X	X	X	X	X	BARB 2431	Advanced Barber Styling I
X	X	X	X	X	X	X	X	BARB 2432	Barber Law and Shop Management I
X	X	X	X	X	X	X	X	BARB 2441	Advanced Barber Styling II
X	X	X	X	X	X	X	X	BARB 1291	ST in Barber (manicuring)
								8. BASIC USE OF COMPUTERS	
								7. WORKPLACE COMPETENCIES	
								6. PERSONAL QUALITIES	
								5. THINKING SKILLS	
								4. SPEAKING AND LISTENING	
								3. ARITHMETIC OR MATHEMATICS	
								2. WRITING	
								1. READING	

General Education Matrix: The General Education Matrix is state-mandated. You will see the 6 requirements that the college is tasked with teaching and how they map back to the courses.

Program: Barber							Credential: Certificate of Completion
Award: Barber Certificate of Completion							
Cip: 12.0402							
LIST OF ALL COURSES REQUIRED AND IDENTIFIED CORE OBJECTIVES							
General Education						Course Number	Course Title
1	2	3	4	5	6		
X	X		X	X	X	LEAD 1100	Workforce Development with Critical Thinking
X	X	X	X	X	X	BARB 1402	Barber Styling I
X	X	X	X	X	X	BARB 1404	Introduction to Barber Styling
X	X	X	X	X	X	BARB 1307	Introduction to Hair Design
X	X	X	X	X	X	BARB 1442	Barber Styling II
X	X	X	X	X	X	BARB 2431	Advanced Barber Styling I
X	X	X	X	X	X	BARB 2432	Barber Law and Shop Management I
X	X	X	X	X	X	BARB 2441	Advanced Barber Styling II
X	X	X	X	X	X	BARB 1291	ST in Barber (manicuring)
						6. PERSONAL RESPONSIBILITY	
						5. SOCIAL RESPONSIBILITY	
						4. TEAMWORK	
						3. EMPIRICAL AND QUANTITATIVE SKILLS	
						2. COMMUNICATION SKILLS	
						1. CRITICAL THINKING	

Program Outcomes Matrix: The Outcomes Matrix represents the Vernon College mandated requirements. They are the Program outcomes just approved and how they map back to the courses.

Program: Barber											Credential: Certificate of Completion	
Award: Barber Certificate of Completion												
Cip: 12.0402												
LIST OF ALL COURSES REQUIRED AND IDENTIFIED CORE OBJECTIVES												
OUTCOME COMPETENCIES											Course Number	Course Title
1	2	3	4	5	6	7	8	9	10			
											LEAD 1100	Workforce Development with Critical Thinking
X			X		X						BARB 1402	Barber Styling I
X								x			BARB 1404	Introduction to Barber Styling
X						X		X			BARB 1307	Introduction to Hair Design
X				X							BARB 1442	Barber Styling II
X						X	X				BARB 2431	Advanced Barber Styling I
X									X		BARB 2432	Barber Law and Shop Management I
X		X			X						BARB 2441	Advanced Barber Styling II
X	X										BARB 1291	ST in Barber (manicuring)
											10. Explain the requirement and the responsibilities of an individual seeking to obtain a license to provide barbering services in the state of Texas as set forth by the Texas Department of Licensing and Regulation.	
											9. Identify terminology and methodology used in shaving services. Demonstrate and explain razor safety.	
											8. Explain the theory of hair color. Demonstrate and explain a patch test and a strand test. Demonstrate the application of hair color for a tint retouch	
											7. Identify the principle of hairstyling and demonstrate the finishing technique	
											6. Identify terminology and methodology used in haircutting and demonstrate haircutting techniques with the use of shears, clippers, and razors.	
											5. Explain client consultation and scalp analysis.	
											4. Explain chemical texture service and the products used in performing these services. Demonstrate the procedure for a permanent wave.	
											3. Demonstrate the procedure for facial treatment, identify skin diseases/disorders and explain skin structure and growth.	
											2. Demonstrate the procedure for manicuring, message and identify nail diseases/disorders and explain nail structure and nail growth.	
											1. Identify and demonstrate sanitation, disinfection, and safety using universal precautions in accordance with the Texas Department of Licensing and Regulation.	

Institutional Outcomes Matrix: The Institutional Outcomes Matrix represents the Vernon College mandated requirements. This matrix represents how the program outcomes map back to the institutional outcomes/general education outcomes.

Program: Barber											Credential: Certificate of Completion
Award: Barber Certificate of Completion											
Cip: 12.0402											
LIST OF ALL COURSES REQUIRED AND IDENTIFIED CORE OBJECTIVES											
OUTCOME COMPETENCIES										General Education Outcomes	
1	2	3	4	5	6	7	8	9	10		
X	X	X	X	X	X	X	X	X	X	Critical Thinking Skills	
X	X	X	X	X	X	X	X	X	X	Communication Skills	
X	X	X	X	X	X	X	X	X	X	Empirical and Quantitative Skills	
X	X	X	X	X	X	X	X	X	X	Teamwork	
X	X	X	X	X	X	X	X	X	X	Social Responsibility	
X	X	X	X	X	X	X	X	X	X	Personal Responsibility	
										10. Explain the requirement and the responsibilities of an individual seeking to obtain a license to provide barbering services in the state of Texas as set forth by the Texas Department of Licensing and Regulation.	
										9. Identify terminology and methodology used in shaving services. Demonstrate and explain razor safety.	
										8. Explain the theory of hair color. Demonstrate and explain a patch test and a strand test. Demonstrate the application of hair color for a tint retouch	
										7. Identify the principle of hairstyling and demonstrate the finishing technique	
										6. Identify terminology and methodology used in haircutting and demonstrate haircutting techniques with the use of shears, clippers, and razors.	
										5. Explain client consultation and scalp analysis.	
										4. Explain chemical texture service and the products used in performing these services. Demonstrate the procedure for a permanent wave.	
										3. Demonstrate the procedure for facial treatment, identify skin diseases/disorders and explain skin structure and growth.	
										2. Demonstrate the procedure for manicuring, message and identify nail diseases/disorders and explain nail structure and nail growth.	
										1. Identify and demonstrate sanitation, disinfection, and safety using universal precautions in accordance with the Texas Department of Licensing and Regulation.	

After review, Jessica asked if there were any suggestions. With no further discussion, Jessica asked for a motion to approve the matrices as presented.

Amanda Akin made a motion to approve.

Misty seconded the motion.

The motion passed and the committee approved the matrices as presented.

Jessica then moved on to program statistics.

❖ **Program statistics: Graduates (from previous year/semester), current majors, current enrollment**

Jessica Nelson asked Angela Ward to review program statistics. After review, Jessica moved on to local demand.

- Program Statistics:
 - Graduates 2022-2023: 21
 - Enrollment Summer 2023: 5
 - Majors Fall 2022-2023: 5
 - Enrollment Fall 2022:18

❖ **Local Demand/CLNA**

Jessica Nelson asked Bettye Hutchins to review the accuracy of the table below provided by O*NET, then review questions from the Comprehensive Local Needs Assessment survey for use in compulsory reporting.

Occupation	National Median Wage	State Median Wage	Local Median Wage	Current /Projected Job openings (annual)	Projected Growth (annual)
Barber	\$18.92/hr \$36,326/annua l	\$17.95/hr \$34,464/annua l	N/A	1,024 (state)	2.24% (state)

*Labor Market Outlook (O*NET)

After review, Jessica then moved on to facilities, equipment, and technology.

❖ **Evaluation of facilities, equipment, and technology. Recommendation for the acquisition of new equipment and technology.**

Jessica Nelson asked Angela Ward to review facilities, equipment, and technology.

There were no new purchases made this year, but we did change the student kits to better quality tools that will last past completion of the program.

After review, Jessica asked if there were any suggestions. With no further discussion, Jessica moved on to external learning experiences, employment, and placement.

❖ **External learning experiences, employment, and placement opportunities**

Jessica Nelson asked Angela Ward to review external learning experiences, employment, and placement opportunities.

Faculty: “Vernon College offers a job board on the website. Businesses can contact Career Services, to add jobs or you can post yourself. VC also subscribes to a service called GradCast. Within this program, over 600,000 business and industry contacts are available to the graduates to send up to 100 free resumes within a set zip code. If you would like to have your business as part of that database, please contact Bettye Hutchins at bhutchins@vernoncollege.edu.” As Part of the business curriculum students are also required to make business plans, write a resume, work on portfolios, and practice a mock interview.

Placement Rate of Program Completers by Reporting Year [1]												
Program	2016-2017			2017-2018			2018-2019			3-Year Average		
	Plc	Cmp	%	Plc	Cmp	%	Plc	Cmp	%	Plc	Cmp	%
12040000-Cosmetology and related Personal Grooming Services	15	16	93.75%	26	28	92.86%	22	22	100%	63	66	95.45%

(* the table contains information for the cosmetology/ Barber programs.)

After review, Jessica asked if there were any suggestions. With no further discussion, Jessica moved on to professional development.

Professional development of faculty and recommendations

Jessica Nelson asked Angela Ward to review professional development opportunities.

- TCCTA
- Toni and guy cutting class
- Redken hair symposium
- Barber con with the students
- Cosmo camp
- Great teaching round up
- VC Barber battle

After review, Jessica asked if there were any suggestions. With no further discussion, Jessica moved on to promotion and publicity/recruiting.

❖ **Promotion and publicity (recruiting) about the program to the community and business and industry**

Jessica Nelson asked Angela Ward to review promotion and publicity/recruiting.

- Barbers participated in the VC barber battle
- Did cuts for the mission, hope center, elementary schools, TDA refuge house, foster care, and nursing home.
- Passed out free haircut coupons at the downtown art walk
- Free cuts for veterans
- Passed out free haircut coupons around town

After review, Jessica asked if there were any suggestions. With no further discussion, Jessica moved on to special populations.

❖ **Serving students from special populations:**

Jessica Nelson asked Angela Ward to review the updated definitions of special populations and the services available to those who apply.

Vernon College is an open-enrollment college. The Proactive Assistance for Student Services (PASS) department offers many services for documented disabilities such as but not limited to quiet testing, longer testing times, interpreters, and special equipment.

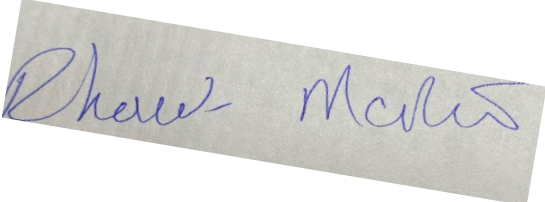
Vernon College has a program titled “New Beginnings” for students who qualify to receive transportation, childcare, and/or textbook loans. Perkins funding is also offering assistance to break down barriers such as uniform, supply, and equipment costs.

Peer to Peer mentoring, tutoring (online and in-person), resume building, student success series, and counseling are just a few of the other options/services available to students.

1. Special populations’ new definitions:
 - a. Individuals with disabilities;
 - b. Individuals from economically disadvantaged families, including low-income youth and adults;
 - c. Individuals preparing for nontraditional fields; 6 females;13 males
 - d. Single parents, including single pregnant women;
 - e. Out-of-workforce individuals;
 - f. English learners;
 - g. Homeless individuals described in section 725 of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a);
 - h. Youth who are in, or have aged out of, the foster care system; and
 - i. Youth with a parent who—
 - i. is a member of the armed forces (as such term is defined in section 101(a)(4) of title 10, United States Code);
 - ii. is on active duty (as such term is defined in section 101(d) (1) of such title).

Jessica Nelson asked if there was anything else to discuss.

With no further discussion, the meeting was adjourned at 11:22am.

Recorder Signature 	Date 5/21/2024	Next Meeting: Fall 2024
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