

Advisory Committee Fall 2023 Minutes

Cosmetology

– Century City Center, Joe Chat Sumner Conference Room 115

-October 30,2023 12:00 PM

Members Present

Misty Diaz
Julie Kennedy
Tammy Carlton
Judy Maness
Kelli Hogg
Amanda Akin
Dawn Thompson
David Kelly
Brittany Myles

Vernon College Faculty/Staff

Angela Ward
Bettye Hutchins
Zachary Nguyen-Moore
Kelli Lehman

Members Not Present

Brad Rangel
Yubia Gutierrez
Amanda Nolan
Leah Griffiths

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 – Tammy Carlton
Volunteer for Recorder – Amanda Akin

Chair.....Judy Maness

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

New Business.....Judy Maness

TDLR Updates..... Angela Ward
Judy Maness 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 on their pathway of choice. Angela then opened the floor for questions and concerns. After discussion, Judy moved on to program outcomes.

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

Judy Maness 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, and massage, identify nail diseases/disorders, and explain nail structure and growth.
3. Demonstrate the procedure for a facial, facial massage and identify skin diseases/disorders and explain skin structure and growth.
4. Explain chemical texture service and demonstrate the procedure for a permanent wave and a no-base virgin relaxer.
5. Explain scalp analysis and demonstrate scalp massage technique during shampooing and conditioning services.
6. Identify terminology and methodology used in haircutting and demonstrate haircutting techniques.
7. Identify the principle of hairstyling and demonstrate finishing techniques including curling, blow-drying, and braiding
8. Explain the theory of hair color and demonstrate the application of hair color for a virgin tint to darken and a bleach retouch.
9. Explain the requirement and the responsibilities of an individual seeking to obtain a license to provide cosmetology services in the state of Texas as set forth by the Texas Department of Licensing and Regulation.

❖ **Approve program outcomes**

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

David Kelly made a motion to approve.

Dawn Thompson seconded the motion.

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

Judy then moved on to assessment methods.

❖ **Approve assessment methods and results**

Judy Maness 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 Cosmetology students in the state of Texas seeking licensure. PSI uses Milady curriculum for both exams. Students are assessed through pre-exams, post-exams, test-out procedures, and monthly practical combining theory procedures and PSI procedure criteria. The monthly practical tracks the student's technical skill level. Each service a student performs is assessed, graded, and initialed by the instructor.

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

David Kelly made a motion to approve.

Amanda Akin seconded the motion.

The motion passed and the committee approved the assessment methods as presented.

Judy then moved on to workplace competency.

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

Judy Maness asked Angela Ward to review the workplace competency.

Verification of workplace competencies:

Program Outcome	Number of students who took the course or licensure exam	Results per student	Use of results
1-9	Written- CCC-29 VC -16 Practical- CCC-28 VC 13	Written CCC86% VC 87% passed practical 100% passed	To identify areas of weakness to improve teaching methods.

Cosmetology Operator Certificate: Texas Department of Licensing and Regulations Written and Practical Examinations

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

Tammy Carlton made a motion to approve.

David Kelly seconded the motion.

The motion passed and the committee approved the workplace competency as presented.

Judy 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, Judy Maness asked Angela Ward to review the current curriculum.

The Texas Department of Licensing and Regulation requires a Cosmetology student to complete 1000 hours or (27 Credit Hours) of training and successfully pass the state written and practical exams with a minimum score of 70 to receive a license.

Cosmetology Operator, Level 1 Certificate

CIP 12.0401

Instructional Locations - Vernon Campus, Century City Center

Fall Start

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

Major Requirements (30 SH)

* Must successfully complete a minimum of 1000 training hours

(A) Course included on the State's Advanced Technical Credit list. (See Advanced Technical Credit.)

Related Requirement

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

Major Requirements**1st Semester**

Course Number	Course Name	Hours
CSME 1401	Orientation to Cosmetology	4
CSME 1310	Introduction to Haircutting and Related Theory	3
CSME 1453	Chemical Reformation and Related Theory	4
CSME 1248	Principles of Skin Care	2

2nd Semester

Course Number	Course Name	Hours
CSME 2401	Principles of hair Coloring and Related Theory	4
CSME 1443	Manicuring and Related Theory	4
CSME 1451	The Artistry of Hair, Theory and Practice	4
CSME 2410	Advanced Hair Cutting	4
	Total Credit Hours	30

❖ **Approve program revisions (if applicable)**

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

David Kelly made a motion to approve.

Dawn Thompson seconded the motion.

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

Judy then moved on to the following matrices.

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

Judy Maness 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: Cosmetology-Operator									Credential: Certificate of Completion
Award: Cosmetology Operator Certificate of Completion									
Cip: 12.0401									
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	x	x	CSME 1401	Orientation to Cosmetology
x	x	x	x	x	x	x	x	CSME 1310	Introduction to Haircutting and Related Theory
x	x		x	x	x	x		LEAD 1100	Workforce Development with Critical Thinking
x	x	x	x	x	x	x		CSME 1451	Artistry of Hair, Theory, and Practice
x	x	x	x	x	x	x		CSME 1443	Manicuring and Related Theory
x	x	x	x	x	x	x		CSME 1248	Principles of Skin Care
x	x	x	x	x	x	x		CSME 1453	Chemical Reformation and Related Theory
x	x	x	x	x	x	x	x	CSME 2410	Advanced Haircutting
x	x	x	x	x	x	x		CSME 2401	The Principals of Hair Coloring and Related Theory
								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: Cosmetology-Operator							Credential: Certificate of Completion
Award: Cosmetology Operator Certificate of Completion							
Cip: 12.0401							
LIST OF ALL COURSES REQUIRED AND IDENTIFIED CORE OBJECTIVES							
GENERAL EDUCATION CORE OBJECTIVES						Course Number	Course Title
1	2	3	4	5	6		
x	x	x	x	x	x	CSME 1401	Orientation to Cosmetology
x	x	x	x	x	x	CSME 1310	Introduction to Haircutting and Related Theory
x	x	x	x		x	CSME 1451	Artistry of Hair, Theory, and Practice
x	x		x	x	x	LEAD 1100	Workforce Development with Critical Thinking
x	x	x	x	x	x	CSME 1443	Manicuring and Related Theory
x	x	x	x	x	x	CSME 1248	Principles of Skin Care
x	x	x	x	x	x	CSME 1453	Chemical Reformation and Related Theory
x	x	x	x	x	x	CSME 2410	Advanced Haircutting
x	x	x	x	x	x	CSME 2401	Principals of Hair Coloring and Related Theory
						6. Personal Responsibility: Students will demonstrate the ability to connect choice, action, and consequences to ethical decision-making.	
						5. Social Responsibility: Students will demonstrate intercultural competency and civic knowledge by engaging effectively in local regional, national, and/or global communities	
						4. Teamwork: Students will demonstrate the ability to work effectively with others to support a shared purpose or goal and consider different points of view.	
						3. Empirical and Quantitative Skills: Students will demonstrate applications of scientific and mathematical concepts.	
						2. Communication Skills: Students will demonstrate effective written, oral, and visual communication.	
1. Critical Thinking Skills; Students will engage in creative and/or innovative thinking and/or inquiry, analysis, evaluation, synthesis of information organizing concepts, and construction solutions.							

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: Cosmetology										Credential: Certificate of Completion
Award: Cosmetology Operator Certificate of Completion										
Cip: 12.0401										
LIST OF ALL COURSES REQUIRED AND OUTCOMES										
OUTCOMES									Course Number	Course Title
1	2	3	4	5	6	7	8	9		
x	x	x	x	x			x	x	CSME 1401	Orientation to Cosmetology
x				x	x		x		CSME 1451	Artistry of Hair, Theory, and Practice
x	x	x	x	x	x	x	x	x	CSME 1310	Introduction to Haircutting and Related Theory
x	x								CSME 1443	Manicuring and Related Theory
								x	LEAD 1100	Workforce Development with Critical Thinking
x		x							CSME 1248	Principles of Skin Care
x			x						CSME 1453	Chemical Reformation and Related Theory
x				x					CSME 2410	Advanced Haircutting
x									CSME 2401	The Principals of Hair Coloring and Related Theory
									9. Explain the requirement and the responsibilities of an individual seeking to obtain a license to provide cosmetology services in the state of Texas as set forth by the Texas Department of Licensing and Regulation.	
									8. Explain the theory of hair color and demonstrate the application of hair color for a virgin tint to darken and a bleach retouch.	
									7. Identify the principle of hairstyling and demonstrate finishing techniques including curling, blow-drying, and braiding.	
									6. Identify terminology and methodology used in haircutting and demonstrate haircutting techniques.	
									5. Explain scalp analysis and demonstrate scalp massage technique during shampooing and condition service.	
									4. Explain chemical texture service and demonstrate the procedure for a permanent wave and a no-base virgin relaxer.	
									3. Demonstrate the procedure for a facial, facial massage and identify skin diseases/disorders and explain skin structure and growth.	
									2. Demonstrate the procedure for manicuring, and massage, identify nail diseases/disorders and explain nail structure and growth.	
									1. Identify and demonstrate sanitation, disinfection, and safety using universal precautions in accordance with the Texas Dept. of Lic. & Reg.	

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: Cosmetology									Credential: Certificate of Completion
Award: Cosmetology Operator Certificate of Completion									
Cip: 12.0401									
LIST OF ALL COURSES REQUIRED AND OUTCOMES									
OUTCOMES									General Education Outcomes
1	2	3	4	5	6	7	8	9	
x	x	x	x	x	x	x	x	x	1. Critical Thinking Skills
x	x	x	x	x	x	x	x	x	2. Communication Skills
x	x	x	x	x	x	x	x	x	3. Empirical and Quantitative Skills
x	x	x	x	x	x	x	x	x	4. Teamwork
x	x	x	x	x	x	x	x	x	5. Social Responsibility
x	x	x	x	x	x	x	x	x	6. Personal Responsibility
									9. Explain the requirement and the responsibilities of an individual seeking to obtain a license to provide cosmetology services in the state of Texas as set forth by the Texas Department of Licensing and Regulation.
									8. Explain the theory of hair color and demonstrate the application of hair color for a virgin tint to darken and a bleach retouch.
									7. Identify the principle of hairstyling and demonstrate finishing techniques including curling, blow-drying, and braiding,
									6. Identify terminology and methodology used in haircutting and demonstrate haircutting techniques.
									5. Explain scalp analysis and demonstrate scalp massage technique during shampooing and condition service.
									4. Explain chemical texture service and demonstrate the procedure for a permanent wave and a no-base virgin relaxer.
									3. Demonstrate the procedure for a facial, facial massage and identify skin diseases/disorders and explain skin structure and growth.
									2. Demonstrate the procedure for manicuring, and massage, identify nail diseases/disorders, and explain nail structure and growth.
									1. Identify and demonstrate sanitation, disinfection, and safety using universal precautions in accordance with the Texas Dept. of Lic. & Reg.

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

Dawn Thompson made a motion to approve.

David Kelly seconded the motion.

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

Judy then moved on to program statistics.

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

Judy Maness asked Angela Ward to review program statistics. After review, Judy moved on to local demand.

-Program Statistics

- Graduates 2022-2023: Vernon 10 CCC 26
- Enrollment Summer 2023: Vernon 9 CCC 8
- Majors Fall 2023-2024: Vernon 17 CCC 18

❖ **Local Demand/ CLNA**

*Judy Maness 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 /Projecte d Job openings (annual)	Projecte d Growth (annual)
Hairstylists	\$18.71/hr \$35,923/annual	\$14.74/hr \$28,300/annual	\$16.22/hr \$31,153/annual	8,014 (state) 45 (local)	2.25% (state) 1.61% (local)

*Labor Market Outlook (O*NET)

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

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

Judy Maness asked Angela Ward to review facilities, equipment, and technology.

Changed the shears that came in the kits to a more cost-effective set.

After review, Judy 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**

Judy Maness 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%

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

❖ **Professional development of faculty and recommendations**

Judy Maness asked Angela Ward to review professional development opportunities.

- TCCTA
- Toni and guy hair cutting
- Redken symposium
- Great teaching round up
- Cosmo camp

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

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

Judy Maness asked Angela Ward to review promotion and publicity/recruiting.

- VC hair extravaganza
- Back to school cuts
- 3 different nursing homes free cuts
- House of hope, First step, and faith refuge
- Manicures for boys and girls club
- Teacher appreciation manicures and facials for Henrietta
- Teacher appreciation manicures and facials for Hirschi High School
-

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

❖ **Serving students from special populations:**

Judy Maness 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.

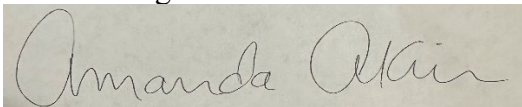
Vernon College has a program titled “New Beginnings” for students who qualify to receive transportation, childcare, and/or textbook loans. Perkins funding is also offering assistance to break down barriers such as uniform, supply, and equipment costs.

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: 1 male student in the Vernon campus
 - 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)

Judy Maness asked if there was anything else to discuss.

With nothing else to discuss, Judy adjourned the meeting at 11:22am.

Recorder Signature 	Date 5/22/2024	Next Meeting: Fall 2024
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