

Advisory Committee Fall 2020 Minutes

Barber

2:00pm – November 9, 2020 – Vernon College, Century City Center
Joe Chat Sumner Conference Room

Members present:

Jessica Nelson, Fade It Barbershop
Tommy Gonzales, Voltage Hair Studio
Amanda Akin, RDA (teleconference)
Rhonda McNair, 5 o'clock Male Grooming
Lanny Walker, Walker's Barber Shop

Vernon College faculty/staff:

Michelle Downes
Shana Drury
Chelsey Henry
Holly Scheller
Diana Shipley

Members not present:

Hewitt Cox
Madgeana Dutton
Susie Koch
Napoleon Walker

Diana Shipley welcomed the committee and began the introductions.

After introductions Shana Drury reviewed the purpose of the committee and asked for volunteers or nominations for chair, vice-chair and recorder.

Chair: Lanny Walker
Vice-chair: Tommy Gonzales
Recorder: Amanda Akin

Old Business/Continuing BusinessLanny Walker

No Old Business/Continuing Business

New BusinessLanny Walker

Seeing no old business Lanny Walker began the meeting with new business.

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

Lanny Walker asked the committee to please review the outcomes listed below. The detailed student learning outcomes are in each course which leads back to the program outcomes. Lanny asked will the faculty member, Diana Shipley, briefly review the program outcomes with the committee.

Program outcomes

1. Identify and demonstrate sanitations, 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 razor.
7. Identify the principle of hairstyling and demonstrate 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.

Lanny Walker asked about the drop to 1000 hours for the program.

Diana Shipley stated that Cosmetology and Barber were dropped but they still had to have all the information because the test did not change.

❖ **Approve program outcomes**

Lanny Walker asked the committee for a motion to approve the program outcomes as presented.

Rhonda McNair made a motion to approve the program outcomes as presented.

Tommy Gonzales seconded the motion.

The motion passed and the committee will approve the program outcomes as presented.

❖ **Approve assessment methods and results**

Lanny Walker asked the faculty member, Diana Shipley, to explain in more detail the assessment methods and results.

Diana Shipley reviewed the information below.

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.

Lanny Walker asked the committee for a motion to approve the assessment methods as presented.

Tommy Gonzales made a motion to approve the assessment methods as presented.

Rhonda McNair seconded the motion.

The motion passed and the committee will approve the assessment methods as presented.

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

Lanny Walker asked the faculty member, Diana Shipley, to please tell the committee about the competency and how the students have performed on the competency.

Diana Shipley reviewed the information in the table below.

Jessica Nelson asked, what happens to if a student shows up late?

Diana Shipley stated students are counted as absent and they are only allowed to have 3 absences and the 4th is out of the program. No tardy policy, because a previous advisory board stated that attendance was a problem.

Program Outcome	Number of students who took course or licensure exam	Results per student	Use of results
1-9	1	passed	To identify areas of weakness so as to improve teaching methods.

Verification of workplace competencies:

Texas Department of Licensing and Regulation Written and Practical Examinations

Lanny Walker asked the committee for a motion to approve the workplace competency as presented.

Jessica Nelson made a motion to approve the workplace competency as presented.

Tommy Gonzales seconded the motion.

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

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

Diana Shipley reviewed the following information about the program accreditation.

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

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

Lanny Walker asked the faculty member to please discuss with the committee the program's curriculum and degree plans for 2021-2022.

Shana Drury reviewed the possible addition of the LEAD 1100 course. After a comprehensive local needs assessment employers (100%) and faculty stated they wanted to see this course added to the programs offered at Vernon College. The Workforce Development with Critical Thinking course will be added to the fall semester with the committee's approval. After finishing this course students are able to test to receive a certificate of work ethics from the Center for Work Ethics.

Jessica Nelson asked if the course would be offered as a stand alone course for local businesses. Shana Drury stated yes, it will be offered through continuing education.

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 - One Year or 43 Weeks)

Major Requirements (30 SH)

* Must successfully complete a minimum of 1000 training hours

Fall

BARB 1404	Introduction To Barber Styling	4
BARB 1402	Barber Styling I	4
BARB 1442	Barber Styling II	4
LEAD 1100	Workforce Development with Critical Thinking	1

Spring

BARB 1307	Introduction To Hair Design	3
BARB 2431	Advanced Barber Styling I	4
BARB 2441	Advanced Barber Styling II	4

Summer

BARB 1291	ST in Barber: Manicuring & Related Theory	2
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)**

Lanny Walker asked the committee to make a motion to approve the program revisions as presented.

Jessica Nelson made a motion to approve the program revisions as presented.

Rhonda McNair seconded the motion.

The motion passed and the committee will approve the program revisions as presented.

❖ **Approve SCANS, General Education, Program Outcomes, and Institutional Outcome Matrices**

Lanny Walker asked the faculty member, Diana Shipley, to review the matrices below.

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	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	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. TEAM WORK	
						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			
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 finishing technique		
										6. Identify terminology and methodology used in haircutting and demonstrate haircutting techniques with the use of shears, clippers, and razor.		
										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 sanitations, 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	X	Critical Thinking Skills
X	X	X	X	X	X	X	X	X	X	X	Communication Skills
X	X	X	X	X	X	X	X	X	X	X	Empirical and Quantitative Skills
X	X	X	X	X	X	X	X	X	X	X	Teamwork
X	X	X	X	X	X	X	X	X	X	X	Social Responsibility
X	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 finishing technique
											6. Identify terminology and methodology used in haircutting and demonstrate haircutting techniques with the use of shears, clippers, and razor.
											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 sanitations, disinfection and safety using universal precautions in accordance with the Texas Department of Licensing and Regulation.

*Lanny Walker opened the floor for discussion or recommendations, hearing none Lanny asked the committee for a motion to approve the matrices as presented.
Rhonda McNair made a motion to approve the matrices as presented.
Jessica Nelson seconded the motion.*

The motion passed and the committee will approve the matrices as presented.

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

Diana Shipley reviewed the program statistics with the committee.

- Program Statistics:
 - Graduates 2019-2020: 3 student
 - Enrollment Summer 2020: 3 students
 - Majors Fall 2020-2021: 17 Class A Barber, Crossover Cosmo to Barber
 - Enrollment Fall 2020: Class A Barber 15, Crossover Cosmo-Barber 2

❖ **Local Demand**

Jessica Nelson stated that she would be hiring a couple of people in the spring.

Rhonda McNair stated that she might be expanding soon but it would be for someone to rent a booth.

Diana Shipley stated that Sports Clips and the barber shop in mall have both contacted Diana about positions opening up.

Jessica Nelson stated that she thought some of the trouble with barber is that they do not want to learn about nails and the scissor cuts.

Tommy Gonzales stated he was always willing to let young barbers job shadow him to show them that they use shears, clippers, and scissors.

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

Lanny Walker stated that if you have not seen the lab facilities, the faculty would be happy to show you the lab after the meeting.

Diana Shipley shared with the committee the new equipment that they have received this year.

- New Shampoo Units for both campuses
- Electric Facial Bed for both campuses

Lanny Walker asked the committee if there was any discussion or recommendations, hearing none he moved to external learning experiences.

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

“Vernon College offers a job board on the website. Businesses can contact Chelsey Henry, Coordinator of Career Services, chenry@vernoncollege.edu, 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 Judy Ditmore, jditmore@vernoncollege.edu.”

Placement Rate of Program Completers by Reporting Year [1]												
Program	2015-2016			2016-2017			2017-2018			3-Year Average		
	Plc	Cmp	%	Plc	Cmp	%	Plc	Cmp	%	Plc	Cmp	%
12040000-Cosmetology and related Personal Grooming Services	18	19	94.74%	15	16	93.75%	26	28	92.86%	59	63	93.65%

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

Lanny Walker asked if there was any further discussion, hearing none Lanny moved to professional development.

❖ **Professional development of faculty and recommendations**

Lanny Walker asked the committee to please take time to review the professional development opportunities the faculty has attended.

- TCCTA
- Milady Master Educator Series

Lanny Walker asked if there was any further discussion, hearing none Lanny moved to promotion and publicity.

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

Lanny Walker asked the committee to please take time to review the promotion and publicity opportunities.

- Vernon College Barber Video
- 8th Grade Expo
- Facebook over 1300 followers

Holly Scheller shared that not only do we have the Barber Facebook page but we share the posts on the main Facebook page.

Tommy Gonzales stated that one of the ways he has done extra publicity is back-to-school haircuts.

Diana Shipley stated we did do those in previous semesters with Cosmetology, hopefully we will be able to do that with the Barber program soon.

Tommy Gonzales also suggested outdoor cuts. He used an example that he had done in the past in Austin. Tommy stated that he had a chair set up outside and did cuts.

Lanny Walker asked if there was any further discussion or recommendations, hearing none Lanny moved to serving students from special populations.

❖ **Serving students from special populations:**

Lanny Walker asked the committee to please note the federal definitions of special populations below. Would the faculty member, Diana Shipley, like to discuss services below for students who qualify.

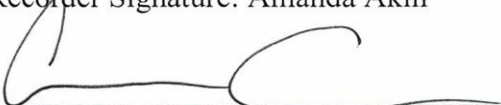
1. Special populations new definitions:
 - a. Individuals with disabilities;
 - b. Individuals from economically disadvantaged families, including low-income youth and adults;
 - c. Individuals preparing for non-traditional fields;
 - 17 Barber students, 8 are women
 - d. Single parents, including single 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).

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, 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.

Lanny Walker asked the committee for any further discussion hearing none the meeting was adjourned at 3:00pm.

Recorder Signature: Amanda Akin 	Date 12-11-20	Next Meeting: Fall 2021
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