

Advisory Committee Fall 2016 Annual Meeting Minutes
Cosmetology-Room 115
Vernon College- Century City Center

CHAIRPERSON: Hewett Cox		
MEETING DATE: October 3, 2016	MEETING TIME: 8:30 AM	MEETING PLACE: Century City Center, Room 115
RECORDER: Sydni Lee		PREVIOUS MEETING: November 9, 2015

MEMBERS PRESENT: MEMBER'S ABSENT: OTHERS PRESENT:

Name, Title, Company	Name, Title, Company	Name, Title, Company
Dan Bryant, Owner, RDA	Lacey Ernst, Owner, Primp & Blow Wichita Falls	Diana Shipley, Director of Cosmetology, Vernon College
Hewett Cox, Stylist, Crazy Beautiful	Marsha Pryor, Stylist, Mode Hair Utopia	Elisha Wehrwein, Instructor Cosmetology, Vernon College, Vernon College Campus
Tina Dodson, Stylist, Salon H2	Julie Sharp, Stylist, Tangles	Angela Ward, Instructor Cosmetology, Century City Center
Missy Duffle, Owner, Armstrong McCall		Shana Drury, Associate. Dean of Instructional Services, Vernon College
David Kelly, Owner, Sport Clips		Donna Egoavil, Administrative Assistant to the Associate Dean of Instructional Services, Vernon College
Susie Koch, Instructor Student, Vernon College; Stasia's Salon Stylist		Melissa More, Early College Start Coordinator, Vernon College
Sydni Lee, Owner/stylist, Shear Elegance		
Judy Maness, Owner/Instructor, Spa on the Plaza		
Lacy Yeager, Owner, Salon Glam		

AGENDA

Agenda Item	Action, Discussion, or Information	Responsibility
Welcome & Introductions	Information	Diana Shipley
Purpose of Advisory Committee	Information	Shana Drury
Election of Chair, Vice Chair and Recorder	Action	Diana Shipley
Approval of Minutes from the Last	Action	Chair

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Meeting		
Old Business: (if any, otherwise type None)	Old Business or None	Chair
Continuing Business: (List if any, otherwise type None)	Continuing Business or None	Chair
New Business:		Chair
Review program outcomes, assessment methods, and results	Information	Chair
Approve program outcomes and assessment methods	Action	Chair/Members Present
Review program curriculum/courses/degree plans	Information/Discussion	Chair
Approve program revisions (if applicable)	Action	Members present
Review SCANS, Gen Ed, and Outcomes matrices	Information/Discussion	Chair
Approve SCANS, Gen Ed, and Outcomes matrices	Action	Members Present
Review verification course/exam of workplace competencies	Information/Discussion	Chair
Approval of course/exam of workplace competencies	Action	Members Present
Review student handbook	Information/Discussion	Chair
Approve changes (if applicable)	Action	Members Present
Program statistics: Graduates, majors, enrollment	Information/Discussion	Chair
Evaluation of facilities, equipment, and technology	Action	Members Present
Recommendations of selection and acquisition of new equipment and technology	Information/Discussion/Action	Members Present
External Learning experiences, employment and placement opportunities	Information	Chair
Professional development of faculty and recommendations (if applicable)	Information/Discussion/Action (if applicable)	Chair/Members Present
Promotion and publicity (recruiting) about the program to the community and to business and industry (gender equity)	Discussion/ Information	Chair
Serving students from special needs	Information	Chair
Adjourn	Action	Chair/Members Present

MINUTES

Key Discussion Points	Action, Discussion, or Information
Welcome & Introductions	Diana Shipley welcomed and thanked the advisory members for their willingness to serve. Everyone introduced themselves and stated their positions and the agency they represented. Note: Each committee member was sent a packet via email prior to the meeting which included all documents that would be reviewed and discussed; however, there was a hard

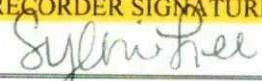
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	copy available at the meeting in addition to an electronic copy of each of the documents that Elisha Wehrwein opened at the appropriate time.
Purpose of Advisory Committee	Shana Drury explained the purpose and importance of an advisory committee and how their input guarantees that the college is maintaining the most current practices, direction and equipment. The committee ensures that the skills knowledge and abilities taught are pertinent to the field to produce the graduates that employers would like to hire in the Cosmetology field.
Election of Chair, Vice Chair and Recorder	Diana Shipley explained the change that was made for the 2016-2017 school year of implementing a Vice Chair. Shana Drury informed the members of the responsibilities of each position. Hewitt Cox volunteered for the position of chair. Lacey Yeager volunteered for Vice Chair position, and Sydni Lee volunteered for recorder. The committee agreed unanimously.
Approval of Minutes from the Last Meeting	Chair asked the committee to review the previous minutes and they did. Hewett requested a motion be made to approve minutes. David Kelley made a motion to approve last meetings minutes and Lacey Yeager seconded. The committee agreed unanimously.
Old Business:	Hewett Cox asked Diana Shipley to give an update on old business. Diana thanked board members for their support in training: David Kelley, Dan Bryant sent a trainer, Hewitt Cox taught a class, Julie Sharp, Missy sent several trainers and Judy Maness. Dan Bryant offered more trainers to the fall session.
Continuing Business:	Hewitt Cox asked Diana Shipley to give an update on the continuing business. Diana explained the restructuring of TDLR and how it affected both private industry and colleges. In addition, She informed the group of the TDLR seat/credit hour requirements and the possibility of more changes.
New Business:	Chair asked for an explanation of the new business. Shana Drury explained the requirements for a Certificate I Cosmetology program. The program has to be completed in one year. Presently, the Vernon College Cosmetology program is completed in a one year and eight weeks' time frame. Shana Drury and Diana Shipley will be meeting to come up with a plan to comply with regulations. The suggested plan will be presented for review/approval in the spring meeting.
Review program outcomes, assessment methods, and results	Chair asked members to review the program outcomes, assessment methods, and results. The committee members reviewed and discussed them. No recommendations were made at this time.
Approve program outcomes and assessment methods	Hewett Cox asked for a motion to approve the program outcomes and assessment methods as is. David Kelly made a motion to approve the program outcomes and Missy Duffle seconded. The committee agreed unanimously.
Review program curriculum/courses/degree plans	Hewitt Cox asked the committee to review the program curriculum, courses, and degree plans. Diana Shipley reminded the committee that changes to the curriculum would not go into effect until August of 2017.
Approve program revisions (If applicable)	Chair asked members to approve program curriculum as is. David Kelley made a motion to approve the curriculum, courses and degree plans. Lacy Yeager seconded. The members agreed unanimously.
Review SCANS, Gen Ed, and Outcomes matrices	Chair asked members to review and discuss each of the three matrices. Diana explained the purpose of and how to read the matrices. She then stated the entities who require them. No recommendations were given.
Approve SCANS, Gen Ed, and Outcomes matrices	Hewitt Cox asked members to approve the three matrices as is. David Kelley made a motion to approve program matrices as is and Lacy Yeager seconded. The committee agreed unanimously.
Review verification course/exam of workplace competencies	Hewitt Cox asked committee to review verification course/exam of workplace competencies. Diana Shipley noted that the PSI Bulletin that they received is from the company that TDLR contracts with to give tests and how it contained the guidelines that have to be followed.

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Approval of course/exam of workplace competencies	Hewitt Cox asked members to approve the course/exam of workplace competencies. David Kelley made a motion to approve course/exam workplace competencies as is. Judy Maness seconded. The committee agreed unanimously.
Review student handbook	Chair asked committee to review the student handbook. Diana informed the members that the changes in the handbook reflected the recommendations from the previous meeting which included discipline for absences. Missy Duffle inquired how the student's financial aid would be affected. Angela Ward explained the changes in the Financial Aid process for suspensions. Diana explained how she encourages students have a back-up plan for emergencies. She reiterated with the quote, "To be successful, you will have to be resourceful." The members reviewed the handbook.
Approve changes	Hewitt Cox asked members to approve the student handbook as is. Missy Duffle made a motion to approve the student handbook. David Kelley seconded. The committee agreed unanimously.
Program statistics: Graduates, majors, enrollment	Hewitt Cox asked Angela Ward to expound on the graduates, majors and enrollments. Angela Ward expounded on the statistics for Century City Center: 17 Operators and 1 Instructor presently enrolled and 19 Operators, 0 Instructors graduated. Elisha Wehrwein acknowledged the statistics for the Vernon College Campus: 11 presently enrolled; graduates: 8 Texas and 3 Oklahoma Operators, 0 instructors.
Evaluation of facilities, equipment, and technology	Chair asked Diana Shipley to inform the committee on the condition of the lab/equipment/facility. Diana Shipley informed the members that Vernon College through Perkins grant funding purchased new equipment for both campuses. For Vernon College Campus, two hair dryers, auto clave, hand mannequin, and an eye-vac were purchased. For Century City Center, a facial machine, eye-vac, two hair dryers, and a wig dryer were purchased. Diana added training for students on equipment to ensure proficiency and endurance of equipment.
Recommendations of selection and acquisition of new equipment and technology	Hewitt Cox asked committee for any recommendations for lab/equipment/classroom/facility. Diana expressed a desire to purchase a Balava Pedi Machine. Chair, Hewitt Cox, inquired if the chair would be considered a target for inspectors because of sanitation issues. Angela Ward described the chair and how it had a footrest to enhance the customer's experience while remaining compliant by having disposable tub liners. Missy Duffle inquired if the mani-pedi portion of the program was essential. Diana ensured her it was part of the required curriculum. The members further discussed facials. Tina Dodson suggested boot camps for mani-pedi, and facial learning. Tina Dodson suggested boot camps for facial training.
External Learning Experiences, employment and placement opportunities	Chair asked for an update on the External Learning Experiences Employment and placement opportunities. Angela Ward updated the committee on External Learning Experiences at the Century City Center. She informed the committee of the list of experiences and opportunities which include: Hunger Run, Faith Refuge, Missy Duffle's Salon Development class, Brenda's Men's Hair Cutting class, Judy Maness' Sugaring class, Julie's Blow Out class, salon tours for senior students, education through Armstrong McCall, Dan Bryant's trainers, Sports Clips trainers, Julie Sharp, Hewitt Cox-Men's Clipper class, Julie's styling class, Dan Brown's Eye Lash Extension class, Nancy Smith's Budgeting and Business class, and Missy Duffle's Business Management class, Laquish Smith's Relaxers and Sew-ins class, Workforce Solutions, Fantasy Hair Day, Wella Color class, Courtyard Nursing Home, breast cancer awareness, can food drive, First Step, career fairs, field trips, Home and Garden Show, Sheppard's Wife Appreciation Day, Gen-TX, VC hall booking, Vernon College Sports Day and Parade of Offices. Angela noted that the program raised \$1, 751.00 for

	<p>scholarships. Two students received \$250.00 for fall and more will be given out in the spring. Elisha Wehrwein updated the members on External Learning Experiences at the Vernon College Campus. She stated that experiences and opportunities included: hall booking, chaps express, First Step, Mirabella RDA, Julie Sharp's Blow Out class, Crystal Davis' Micro Blading class, senior tours, VC Family Night, Chaparral Senior Center, Free Cuts for Veterans, Judy Madness' Sugaring class, Missy Duffie's Salon Development class, Laquish Smith's Relaxer class, Back to School cuts, Genie Bower's Financial Aid class, Armstrong Color and Cut class, Brenda's Clipper class, Aquage class, and Fantasy Hair Day. She noted that the Vernon campus collected \$563.00 for scholarships and provided two students with a \$250.00 Scholarship in the fall.</p>
Professional development of faculty and recommendations	<p>Hewitt Cox asked Diana Shipley to inform the members of any professional development opportunities she has taken advantage of. She informed the committee that She, Angela Ward, and Elisha attended the annual TCCTA and CCCTA conferences in the spring. In addition, Angela and Elisha will be attending the Great Teaching Round-up in the summer.</p>
Promotion and publicity (recruiting) about the program to the community and to business and industry (gender equity)	<p>Chair asked Diana Shipley to inform the committee on promotion and publicity of the program. Diana Shipley reminded the members of the list of External Learning Experiences listed by Angela and Elisha.</p>
Serving students from special needs	<p>The definition of "special populations" as outlined by Perkins:</p> <ul style="list-style-type: none"> • In referencing "special populations" in the Local Plan and in any other applicable sections of the Application, the Applicant shall use the term to mean: • 1. individuals with disabilities; • 2. individuals from economically disadvantaged families, including foster children; • 3. individuals preparing for non-traditional fields; • 4. single parents, including single pregnant women; • 5. displaced homemakers; and • 6. individuals with limited English proficiency. <p>Diana Shipley informed the committee how the program is serving students from special needs by encouraging non-traditional students to apply. Shana Drury informed the members of a new grant received from Perkins to come up with the best strategies and practices to attract non-traditional students into the program. There will be a progress update in the spring meeting.</p>
Adjourn	<p>Hewitt Cox made a motion to adjourn the meeting at 9:53 AM. David Kelley seconded. The committee agreed unanimously.</p>

RECORDER SIGNATURE: 	DATE: Oct. 26, 2016	NEXT MEETING: Spring 2017
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