

Advisory Committee Meeting Minutes Fall 2024
Cosmetology
September 23, 2024 – Century City Center – 10:00AM
Joe Chat Sumner Conference Room

Members present:

Amanda Noland – Luxx Beauty Studio
Julie Kennedy – JAK’s Society Salon
David Kelley – Sports Clips
Kelli Hogg – Looking Good Spa & Aveda Salon
Tammy Carlton – Serenity Salon
Ana Hernandez – Salon Centric
Tom Ostovich – Workforce Solutions

Vernon College Faculty/Staff

Angela Ward
Bettye Hutchins
Karen McClure

Members not Present:

Leah Griffiths – Tangles
Misty Diaz – Armstrong McCall
Yubia Gutierrez – The Beauty Lounge
Dawn Thompson – Spa Bella

Angela Ward started by welcoming the committee and thanking them for their presence. She started the introductions. Bettye Hutchins reviewed the purpose of the advisory committee and expressed the importance of members expertise and service. Vernon College insures the college programs remain relevant and informed on the latest advancements in the fields of discipline with the committee’s advice. Bettye asked for volunteers or nominations for vice-chair and recorder. Volunteering for vice-chair was Amanda Noland and David Kelley volunteered for recorder.

*Chair: Tammy Carlton
Vice-Chair: Amanda Noland
Recorder: David Kelley*

Old Business/Continuing BusinessTammy Carlton

None

New Business.....Tammy Carlton

TDLR Updates..... Angela Ward

Tammy Carlton asked the faculty member, Angela Ward, to review TDLR updates and changes with the committee.

Angela Ward reported nothing new, TDLR is continuing to have issues with converting the hours for Barber and Cosmetolog. TDLR has not combined license but the rules and regulations are the same. The first 700 clock hours can go towards cosmetology or barbering. TDLR has guaranteed to have everything fixed by October 2024.

A. Review program outcomes:

Tammy Carlton asked the faculty member, Angela Ward, to review the program outcomes and matrix with the committee.

Angela Ward reviewed the following program outcomes and matrix with the committee.

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.

Program Outcomes Mapped to 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.

1. Approve program outcomes

Tammy Carlton asked the committee for any discussion or recommendations. Hearing none she asked the committee for a motion to approve the program outcomes and matrix as presented. David Kelley made a motion to approve the program outcomes and matrix as presented. Julie Kennedy seconded the motion.

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

B. Assessment methods and results

Tammy Carlton asked the faculty member, Angela Ward, to explain in more detail the assessment methods and results. Angela Ward 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 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.

1. Approve assessment methods and results

Tammy Carlton asked the committee for a motion to approve the assessment methods and results as presented.

David Kelley made a motion to approve the assessment methods and results as presented.

Kelli Hogg seconded the motion.

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

C. Workplace Competency (course or exam)

Tammy Carlton asked the faculty member, Angela Ward, to tell the committee about the workplace competency and how the students have performed on the competency.

Angela Ward reviewed the below information with the committee.

Verification of workplace competencies (course or exam)

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

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.

Program Outcome	Number of students who took the course or licensure exam	Results per student	Use of results
1-9	Written- CCC-14 VC -12 Practical- CCC-12 VC 10	Written CCC72% VC 67% passed practical 100% passed	To identify areas of weakness to improve teaching methods.

1. Approve Workplace Competency

Tammy Carlton asked for a motion to approve the workplace competency as presented.

David Kelley made a motion to approve the workplace competency as presented.

Kelli Hogg seconded the motion.

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

2. Proposal for Accuplacer

Angela Ward introduced a proposal to the committee, wanting to make it a requirement for students to take the reading portion of the Accuplacer exam. This exam is a baseline for student

reading knowledge. This will allow the director to identify each particular student needs. It will not keep a student from attending the program and has increased pass rates for other similar programs at the college. Members agreed and recognized the value of the pre-program testing.

Tammy Carlton asked for a motion to approve required pre-program Accuplacer testing as presented.

Julie Kennedy made a motion to approve required pre-program Accuplacer testing as presented.

Amanda Noland seconded the motion.

The motion passed and the committee approved required pre-program Accuplacer testing as presented.

D. Program Specific Accreditation Information and Requirements (if applicable)

None

E. Review program curriculum/courses/degree plans

Tammy Carlton asked faculty member, Angela Ward, to review the following program 2025-2026 curriculum/courses. Angela stated that there are no revisions this year but she has a proposal to change the crossover to 8 weeks.

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
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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

1. Approve program revisions (Vote on Crossover Change)

Angela Ward introduced the proposal of changing 16-week courses to 8-week courses for the Barber – Cosmetology crossover students. Currently the students can only receive 300 hours a semester, this would allow them 500 hours per semester. It would move the students through the program at a quicker but stable rate.

Tammy Carlton asked for a motion to approve changing courses structure for crossover students to 8-week courses as presented.

David Kelley made the motion to approve changing course structure for crossover students to 8-week courses as presented.

Julie Kennedy seconded the motion.

The motion passed and the committee approved changing course structure for crossover students to 8-week courses as presented.

2. *The committee had no recommendations for changes 2025-2026.*

F. Statistics

Tammy Carlton asked the faculty member, Angela Ward, to inform the committee of the program statistics.

Angela Ward discussed the current program statistics with the committee.

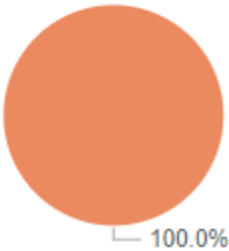
- Enrollment Summer 2023: VC 3 CCC 15
- Majors Fall 2023-2024: VC22 CCC 29

Enrollment
33

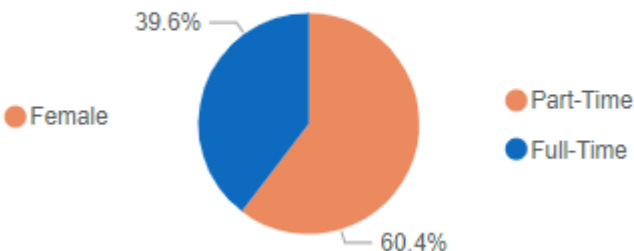
Completion Rate
100.0%

Success Rate
91.8%

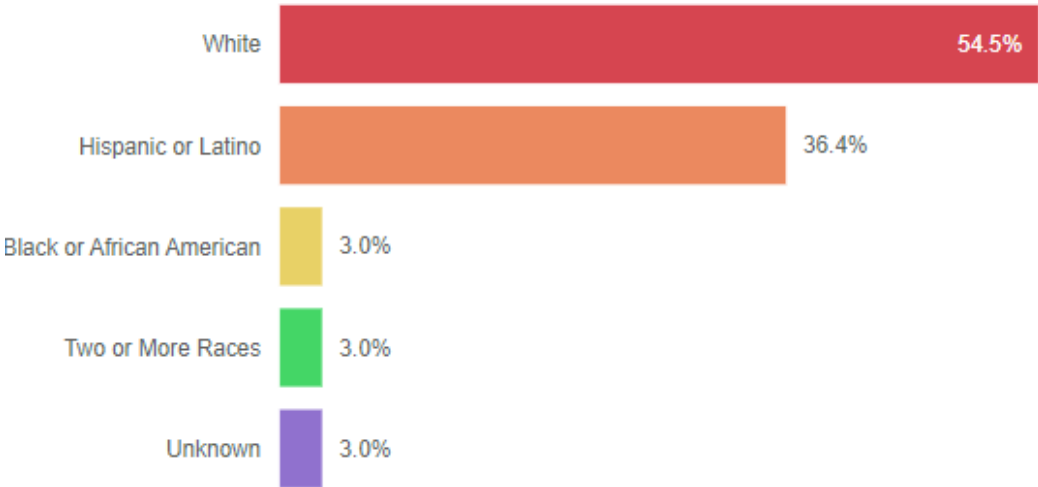
Gender



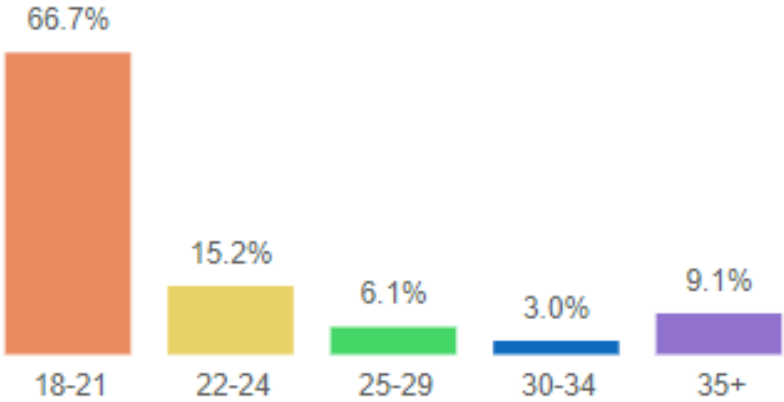
Student Load



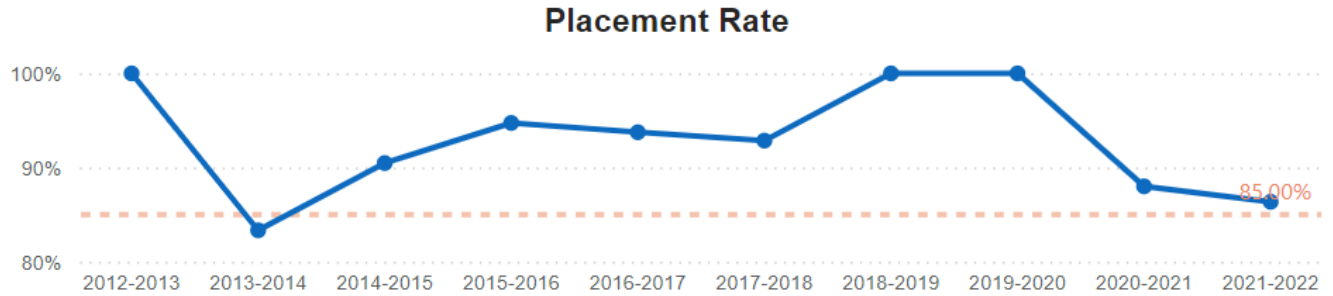
Race/Ethnicity



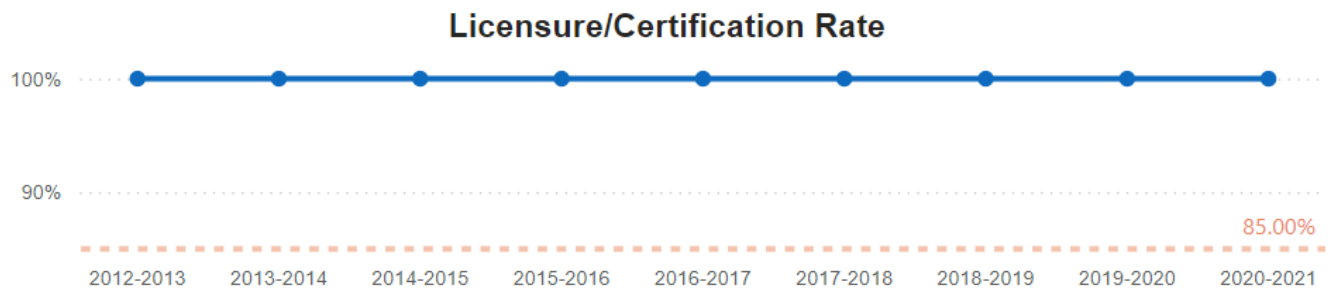
Age Range



*Fall 2023 Data



Licensure/Certification Rate - % of students who successfully passed a licensure/certification examination in a given academic year.



G. Local Demand/ Labor Market Outlook

Bettye lead the CLNA survey discussion. Committee agreed structure, professionalism and ethics of person directing the program has huge impact of measuring a program. Committee listed flexible schedule, English as a second language, and funding as barriers for students. Committee would love to see more monies spent on marketing for the program, Julie Kennedy stated that many people did not realize we had the program or all the resources available to help students continue their education. Amanda Noland shared her story and stated that it would have been almost impossible for her to finish school without assistance from workforce solutions. Several members committed the students they have hired from VC's program have been well prepared for work. The students do much better with coloring and more detailed with techniques than students from other schools.

Occupation	National Median Wage	State Median Wage	Local Median Wage	Current /Projected Job openings (annual)	Projected Growth (annual)
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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)
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*Labor Market Outlook (O*NET)

H. Evaluation of facilities, equipment, and technology.

Angela Ward stated that the program purchased a new Facial Machine for Wichita Falls Campus. She was able to purchase 3 Eyelash Tables in Wichita Falls for the New Eyelash course that is going very well.

Tammy Carlton asked the committee for discussion or recommendations for new equipment hearing none she moved forward.

I. Professional development of faculty and recommendations

Tammy Carlton asked the committee to review the profession development opportunities that the faculty has taken advantage of during the year.

- TCCTA
- Cosmo/ barber camp

J. Promotion and publicity (recruiting)for the program

Tammy Carlton asked faculty member, Angela Ward, to elaborate on the promotion and publicity for the Cosmetology program. Listed below are the promotions and publicity her students were able to provide for our community.

- 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 McNeill Jr High School

Tammy Carlton asked if the committee had any further recommendations for promotion and publicity for the program.

K. Serving students from special populations:

Tammy Carlton asked faculty member, Angela Ward, to review the definition of special populations listed below for qualifying students. Angela included information about funds

available for qualified students from Perkins, up to 250.00 per semester for uniforms, supplies or equipment required for the program.

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.

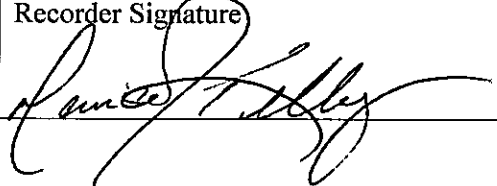
Peer to Peer mentoring, tutoring (online and in-person), resume building, student success series, and counseling are just a few of the other options/services available to students.

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;
 - 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)

Tammy Carlton asked if the committee had any further action, discussion or recommendations. The committee offered none.

Adjourn

Tammy Carlton adjourned the meeting at 11:39AM.

Recorder Signature 	Date 8-13-25	Next Meeting: Fall 2025
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