

**Advisory Committee Fall 2025 Minutes**  
**Cosmetology/Barber/Eyelash Extension/Nail Technician (Pending)**  
 September 22, 2025 - 10:07AM  
 Century City Center - Joe Chat Sumner Conference Room

<b>Members Present:</b>	<b>Vernon College Faculty/Staff:</b>
Julie Kennedy	Zachary Nguyen-Moore
Ana Hernandez	Bettye Hutchins
Kelli Hogg	Christian Ford
Amanda Noland	Tracy Catlin
Tom Ostovich	Andrea Mirasol
Rhonda McNair	Madison Kretzmer
Jessica Nelson	Andrea Sanchez
<b>Members Not Present:</b>	
Misty Diaz	
Tammy Carlton	
Yubia Gutierrez	
Dawn Thompson	
David Kelly	

*Angela Ward started the meeting by welcoming the committee, explaining the combining of the Cosmetology, Barber, Eyelash Extension, and Nail Technician programs into one advisory committee, and thanked the members for their attendance. Angela began introductions, committee members followed. Bettye Hutchins reviewed the purpose of the committee meeting, expressing the importance of the members expertise and service. The members insure our college programs are remaining relevant and informed on the latest advancements in the fields of discipline. Bettye asked for volunteers or nominations for vice-chair and recorder.*

*Chair: Amanda Noland  
 Vice-Chair: Tom Ostovich  
 Recorder: Julie Kennedy*

Welcome and Introductions .....Angela Ward

Purpose of Advisory Committee .....Bettye Hutchins

Election of Chair, Vice Chair, and Recorder .....Bettye Hutchins

Chair..... Amanda Noland

Old Business/Continuing Business.....Amanda Noland

New Business.....Amanda Noland

TDLR Updates..... Angela Ward

*Amanda Noland asked if there was any old/continuing business. With none to discuss, Angela briefed the committee on negligible TDLR updates.*

**A. Review program outcomes:**

*Amanda Noland asked Angela Ward to review the following program outcomes. Angela reviewed the following program outcomes with the committee.*

**Program outcomes: Cosmetology**

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.

### Program outcomes: Barbering

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.

**Program Outcomes mapped to courses**

Program: Barber											Credential: Certificate of Completion	
Award: Barber Certificate of Completion												
Cip: 12.0402 Barbering												
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.	

### **1. Approve program outcomes**

*Upon review and discussion of the program outcomes, Amanda asked the committee for a motion to approve the program outcomes as presented.*

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

*Rhonda McNair seconded the motion.*

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

*Amanda then moved on to assessment methods and results.*

### **B. Assessment methods and results**

*Amanda Noland asked Angela Ward to review the following program outcomes. Angela reviewed the following assessment methods and results with the committee.*

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/Barbering/Eyelash 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**

*Upon review and discussion, Amanda asked the committee for a motion to approve the assessment methods and results as presented.*

*Julie Kennedy made a motion to approve the assessment methods and results as presented.*

*Tom Ostovich seconded the motion.*

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

*Amanda then moved on to workplace competency.*

### **C. Workplace Competency (course or exam)**

*Amanda Noland asked Angela Ward to review the workplace competency. Angela reviewed the following workplace competency information.*

### **Verification of workplace competencies (course or exam)**

#### **Cosmetology Operator/Class A Barber Certificate: Texas Department of Licensing and Regulations Written and Practical Examinations**

The Texas Department of Licensing and Regulation requires a Cosmetology or Barber 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	Cosmo Written- CCC-23 VC -16 Barber written CCC-14 Eyelash Written-6 Cosmo Practical- CCC-23 VC 12 Barber practical CCC-11 Eyelash Practical -2	Written cosmo- CCC87% VC-75% Barber-79 Eyelash- 67%  Practical all 100% passed	To identify areas of weakness to improve teaching methods.

### 1. Approve Workplace Competency

*Upon review and discussion, Amanda 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.*

*Ana Hernandez seconded the motion.*

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

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

N/A

### E. Review program curriculum/courses/degree plans

*Amanda Noland asked Angela Ward to review program curriculum/courses/degree plans.*

*Angela reviewed the following information.*

Barber and cosmetology changed to hybrid courses this fall by offering 500 hours of online class. With this change we are able to have cosmetology 3 days a week, and barbers from 4-9 instead of 10:00.

## 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**

<b>Course Number</b>	<b>Course Name</b>	<b>Hours</b>
LEAD 1100	Workforce Development with Critical Thinking	1

**Major Requirements****1<sup>st</sup> Semester**

<b>Course Number</b>	<b>Course Name</b>	<b>Hours</b>
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

**2<sup>nd</sup> Semester**

<b>Course Number</b>	<b>Course Name</b>	<b>Hours</b>
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
	<b>Total Credit Hours</b>	<b>30</b>

# Barber, Level 1 Certificate

CIP 12.0402

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**

## Major Requirements

### 1<sup>st</sup> 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

### 2<sup>nd</sup> 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
<b>Total Credit Hours</b>		<b>30</b>

#### 1. Approve program revisions

*Upon review and discussion, Amanda asked the committee for a motion to approve the program curriculum/courses/degree plans as presented.*

*Kelly Hogg made a motion to approve the program curriculum/courses/degree plans as presented.*

*Jessica Nelson seconded the motion.*



*The motion passed and the committee approved the program curriculum/courses/degree plans as presented.*

**2. Does the committee have any recommendations for changes 2026-2027?**

*Amanda Noland asked the committee if there were any recommendations for changes in the following year. With no additional suggestions, Amanda moved on to discuss the development of a Nail Technician program.*

**F. Proposal of Nail Technician Program**

*Amanda Noland asked the faculty to review the proposal for development of a Nail Technician program under the Continuing Education Department. Angela Ward explained the proposal shown below.*

I propose to add the Nail Technician/manicure Program through Continuing Education department. This is a 620hr course that would be 1 semester long (16weeks). Monday- Thursday 4:00pm-9:00pm. It would be hybrid so 300 hrs would be online. Estimated cost for the student would be \$3900.

**Proposed Curriculum**

Course	Title	Contact Hrs.
CSME 1030	Orientation to Nail Technology	155
CSME 1031	Principles of Nail Technology I	155
CSME 1043	Principles of Nail Technology II	155
CSME 2030	Nail Enhancement	155
	Total Contact Hours	620

**1. Approve Nail Technician Program**

*Upon review and discussion, Amanda asked the committee for a motion to approve the Nail Technician Program as presented.*

*Ana Hernandez made a motion to approve the Nail Technician Program as presented.*

*Rhonda McNair seconded the motion.*

*The motion passed and the committee approved the Nail Technician Program as presented.*

*Amanda then moved on to review program statistics.*

**G. Statistics**

*Amanda Noland asked the faculty to review the current program statistics with the committee.*

Program Enrollment:

- Enrollment Summer 2024:
  - Cosmo –
    - VC - 6
    - CCC - 14
  - Barber –
    - VC - 3

- CCC - 7
  - Eyelash - 3
- Majors Fall 2025:
  - Cosmo –
    - VC – 20
    - CCC - 33
  - Barber –
    - VC - 5
    - CCC - 19
  - Eyelash - 4

*After reviewing the program statistics, Amanda then moved on to local demand/labor market outlook.*

#### **H. Local Demand/ Labor Market Outlook**

*Amanda Noland asked Bettye Hutchins to review the following data for accuracy, then administer the CLNA (Comprehensive Local Needs Assessment) survey for use in annual reporting.*

Occupation	National Median Wage	State Median Wage	Local Median Wage	Current /Projected Job openings (2022-2032)	Projected Growth 2022-2032)
Hairstylists	\$16.95/hr \$35,250/annual	\$13.64/hr - \$28,370/annual	\$12.48/hr - \$25,960/annual	8,390 TX	18% TX
Barber	\$18.73/hr \$38,960/annual	\$17.50/hr \$36,400/annual	N/A	890 TX	19% TX.

\*BLS 2024 wage data

*After the CLNA survey, Amanda then moved on to evaluation of facilities, equipment, and technology.*

#### **I. Evaluation of facilities, equipment, and technology.**

*Amanda Noland asked the faculty to review the evaluation of facilities, equipment, and technology. Angela Ward took the time to review new equipment purchased by the Carl D. Perkins Career and Technical Education Grant. Angela then went on to inform the committee of all the updates to lab and office space for the program and invited members to tour the facility whenever convenient for them.*

We will be getting new pedicure chairs and new manicure tables this fall.

*Amanda asked for any recommendations for new equipment. With no further suggestions, Amanda moved on to professional development of faculty and recommendations.*

## **J. Professional development of faculty and recommendations**

*Amanda Noland asked the faculty to review professional development opportunities.*

- TCCTA
- Skills USA State
- Skills USA Nationals
- Barber con
- Premier hair show San Antonio
- BTC hair show

*With no further recommendations, Amanda then moved on to promotion and publicity.*

## **K. Promotion and publicity (recruiting)for the program**

*Amanda Noland asked the faculty to review the following information regarding promotion and publicity.*

- 3 different nursing homes free cuts
- House of Hope, First step, TDA Men's home, and Faith refuge
- Manicures for boys and girls club
- Teacher appreciation manicures for Legacy High School
- SAFB spouses' appreciation
- Red river hospital patients' haircuts
- Faith mission haircuts
- Homeless veterans free Services
- Catholic charities Free services for those in need.
- Foster care gift certificates for back to school

*With no further recommendations, Amanda moved on to serving students from special populations.*

## **L. Serving students from special populations:**

*Amanda Noland asked the faculty to review the following information regarding special populations and the resources available to those who qualify.*


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's 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)

*Amanda Noland asked if there were any further suggestions or discussion. With no further discussion to be had, Amanda adjourned the meeting at 11:10am.*

Recorder Signature	Date
	01/24/2

*Next meeting – Fall 2026*