MASSAGE THERAPY ADVISORY COMMITTEE MEMBERS (VOTING)

Name	Employer	E-mail	Phone Number	Signature
Dawn Rabideau	Self	azurepdmedispa.team@gmail.com	940-781-1631	
David Washburn	Trinity Therapeutic Massage	davidwashburnlmt@gmail.com	940-642-7538	
Chandra Dewbre	Self	massagebychandramti@gmail.com	830-385-0583 ~~940-766-8169~~ 580-550-0051	
Joan Horwitz	Self	tenmom3@gmail.com	940-642-8050	
Margie Reis	Self	mcmargie1@gmail.com	940-867-2357	
Dawn Thompson	Self	dayspadiva@aol.com	940-723-7070	
Lynn Cook	Self	lynntaylorcook@gmail.com	940-867-9252	
* Dell Blackwell	Back to Basics	dellblackwelldc@gmail.com	~~940-692-2600~~ (281)734-6437	
James Alexander	Back to Basix		940 642-2709	

Vernon College Employees

Name	Position	Signature
Justin Sanders	CE Coordinator of Allied Health Programs	JS
Andrea Sanchez	Director of Community/Recreational Services & Continuing Education	AS
Bettye Hutchins	Dean of Instructional Services	BH
Shana Drury	Vice President of Instructional Services	
Chelsey Henry	Coordinator of Career Services and Veterans Affairs	
Holly Scheller	Coordinator of Marketing and Community Relations	
Kelly Miller	Student Success Advisor	KM
Delilah Fowler	College Access/ Recruiting Coordinator	
Karen McClure	Faculty Assistant	
Tracy Catlin	CTE Navigator	TC
Melissa williams		MW

Advisory Committee Fall 2022 Agenda
Message Therapy
Century City Center -Joe Chat Sumner Board Room
Wednesday, October 5, 2022, 12:00 PM

Members Present:
David Washburn, LMT, Instructor and Texas Continuing Education Instructor
Chandra Dewbre, LMT and Massage Therapist Instructor
James Alexander, LMT and instructor
Margie Reis, LMT
Dawn Thompson, LMT, spa owner, instructor
Dawn Rabideu, LMT, instructor, spa owner
Dell Blackwell, Chiropractor

Vernon College Faculty/Staff
Justin Sanders

Andrea Sanchez
Bettye Hutchins
Holly Scheller
Kelly Miller
Traci Catlin
Melissa Williams

Members not present:
Joan Horwitz
Lynn Cook

Welcome and Introductions ..... Justin Sanders

Justin Sanders welcomed the committee members to the meeting, thanking members for returning and new members for joining the committee.

Purpose of Advisory Committee .....Bettye Hutchins

After introductions, Bettye Hutchins reviewed the purpose of the committee and asked for volunteers or nominations for vice-chair and recorder. Bettye explained the roles and duties for committee member positions.

Election of Vice Chair and Recorder .....Betty Hutchins

Volunteers/Nominations for Vice-chair – Dawn Thompson volunteered
Volunteers/Nominations for Recorder – Margie Reis volunteered

Chair..... David Washburn

Old Business/Continuing Business.....David Washburn

David Washburn asked if there was any old business to discuss. No old business to discuss.

New Business .....David Washburn

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

David Washburn asked the faculty member to review the program outcomes and asked if there were questions or suggestions. Justin Sanders discussed the program outcomes listed below. He stated that the program outcomes come from TDLR and stated that the college wants the students to do exactly what TDLR expects.

Program outcomes

1. Perform therapeutic modalities of massage, including but not limited to Swedish, deep tissue, and sports.
2. Demonstrate knowledge and understanding of the legal, ethical, and business practices related to massage therapy.
3. Follow appropriate health and hygiene standards as required by TDLR regulations.
4. Performs procedures of business management pertaining to specifics of massage therapy.
5. Demonstrates knowledge of (OSHA) Occupational Safety and Health Administration requirements and all effective workplace safety programs and regulations.
6. Perform skills necessary for successful interview processes, resume writing, and communication skills to self-market for employment.

❖ **Approve program outcomes**

After review and discussion of the program outcomes, David Washburn asked the committee for a motion to approve the program outcomes as presented.
Dawn Rabideu made a motion to approve the Program Outcomes as presented.
Dawn Thompson seconded the motion.
The motion passed and the committee approved the program outcomes as presented.

❖ **Approve assessment methods and results**

David Washburn asked Justin Sanders as a member of the faculty to discuss the assessment methods used for the current class.

Instructor Approach
1. Lecture, discussion, use of charts, graphs, board work, overhead film illustrations, video tapes, DVDs, and/or other media will be used to enhance the learning process.
2. Use of visual aids is essential.
3. Give any pertinent handout material.
4. Review and summarize information outlined in class.
5. Assign homework and reading material for next class.
6. Instructor will answer student questions and provide clarification as needed.
7. Instructor will demonstrate on a living model the entire sequence of massage, the specific movements of massage, and the range of motion movements used in Swedish massage.
8. Instructor will assist each student in developing the ability to perform each massage movement.
9. Instructor will assist each student in a practical experience of the class material
10. Require Students to pass FSMTB practice assessment to be qualified to finish program.

Justin Sanders explained that program outcomes were pulled from TDLR and more input was sought for Number 10, adding a practice exam from FMTSB in order for students to complete the program.
Discussion ensued about the valuable aspects of taking the practice exam to see where they are.
Dawn Rabideu said it will make them feel more confident and less afraid when they take the test.
Justin Sanders mentioned they have been taking free practice exams that the instructor found online.
Discussion continued about favorably adding in the practice exam. It was determined that for the first year the practice exam would not be a requirement for passing the program. This will allow us to see how it works before making it a requirement. It was suggested that the practice exam take place at the beginning of the internship to see what still needs to be learned.
Discussion continued about student testing issues that could arise.

David Washburn asked the committee for a motion to approve the assessment methods as presented.
Dawn Rabideu made motion to approve the assessment methods.
Dell Blackwell seconded the motion to approve the assessment methods.
The motion passed and the committee approved the assessment methods as presented.

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

David Washburn asked the faculty member, Justin Sanders, to explain the workplace competency and student results.

Justin Sanders stated that this went back to the Internship and the new practice exam assessment discussed earlier. He stated that there is a proficiency sign off that has to be completed during Internship and the students learn the skills during the program that are presented by the instructor. There is a sheet that includes what they should know for physical massages.
David Washburn asked to be filled in on location of where the massages and classes take place. Justin Sanders described the classroom and the lab located in the gym area of the college. Dawn Rabideu asked if the area was available to the public.
Discussion ensued about issues during the program and how internship massages were performed on staff and students with some public massages as well.
Discussion continued regarding partnering with Cosmetology for Spa Days so students can get used to working on clients with others and the benefit this type of exercise has for students to get experience and that it was also beneficial to spas that hire our students because the students have more experience.

David Washburn asked for motion to approve the workplace competency as is.
Dawn Thompson made motion to approve the workplace competency as is.
Dawn Rabideu seconded the motion to approve the workplace competency as is.
The motion passed and the committee voted to approve the workplace competency as presented.

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

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

David Washburn asked if there were any changes to the curriculum.
Justin Sanders stated there were no changes. He did explain the Workforce Development class for the students.

Discussion ensued about the personal skills developed during the Workforce Development class and the benefits of having it across the Vernon College CTE programs.
David Washburn asked about how it can possibly tie in with TDLR requirements about Human Trafficking. Justin Sanders explained that requirement was taught this year during Business Practices. Discussion continued on best practices of helping Human Trafficking victims, victims of Domestic Violence, and people who have suffered from PTSD and preparation on how to help the students learn how to handle those situations. Justin Sanders explained that students have been working on recognizing changes in body language and how to address this with clients before moving onto new places on the body during massages.

Massage Therapy, Certificate of Achievement

Continuing Education
CIP 51.3501
Instructional Location – Century City Center
Probable Completion Time - 9 months

First Semester

LEAD 1000	Workforce Development with Critical Thinking	32 Class Hours
MSSG 1009	Massage Health and Hygiene	20 Class Hours
MSSG 1011	Massage Therapy Fundamentals I	100 Class Hours
MSSG 1013	Anatomy and Physiology for Massage	100 Class Hours
MSSG 2014	Pathology for Massage	40 Class Hours
Second Semester		
MSSG 2011	Massage Therapy Fundamentals II	100 Class Hours
MSSG 2013	Kinesiology for Massage	60 Class Hours
MSSG 1005	Hydrotherapy/Therapeutic Modalities	20 Class Hours
MSSG 1007	Business Practices and Professional Ethics	50 Class Hours
MSSG 2086	Internship-Massage Therapy/Therapeutic Massage	50 Class Hours

Course descriptions and learning outcomes provided as a separate document.

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

David Washburn asked for motion to approve the program revisions as is.
Dawn Rabideu made motion to approve the program revisions as is.
Dell Blackwell seconded the motion to approve the program revisions as is.
The motion passed and the committee voted to approve the program revisions as presented.

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

David Washburn asked Justin Sanders to explain the matrices.

Justin Sanders explained why we do the matrices and how they line up and asked everyone to review them.

David Washburn mentioned formatting on "LIST OF ALL COURSES REQUIRED AND IDENTIFIED CORE OBJECTIVES" did not line up. Justin Sanders stated that he will get it fixed.

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: Massage Therapy									**Credential: Certificate of Achievement**
Award: Massage Therapy Certificate of Achievement									
Cip: 51.3501									
LIST OF ALL COURSES REQUIRED AND IDENTIFIED CORE OBJECTIVES									
SCANS COMPETENCIES								**Course Number**	**Course Title**
1	**2**	**3**	**4**	**5**	**6**	**7**	**8**		
X	X	X	X	X	X	X	X	MSSG 1011	Massage Therapy Fundamentals I
X	X		X	X	X			MSSG 1013	Anatomy and Physiology for Massage
X	X	X	X	X	X	X	X	MSSG 1007	Business Practices and Professional Ethics
X	X			X				MSSG 2014	Pathology for Massage
X	X	X	X	X	X	X	X	LEAD 1000	Workforce Development With Critical Thinking
X	X	X	X	X	X	X	X	MSSG 2011	Massage Therapy Fundamentals II
X	X			X				MSSG 2013	Kinesiology for Massage
X	X	X	X	X	X	X	X	MSSG 1005	Hydrotherapy/Therapeutic Modalities
X	X		X	X	X	X		MSSG 1009	Health and Hygiene
X	X	X	X	X	X	X	X	MSSG 2086	Internship-Massage Therapy/Therapeutic Massage
							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: Massage Therapy Award: Massage Therapy Certificate of Achievement Cip: 51.3501						**Credential: Certificate of Achievement**	
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	MSSG 1011	Massage Therapy Fundamentals I
X	X	X				MSSG 1013	Anatomy and Physiology for Massage
X	X	X	X	X	X	MSSG 1007	Business Practices and Professional Ethics
X	X	X				MSSG 2014	Pathology for Massage
X	X	X	X	X	X	LEAD 1000	Workforce Development With Critical Thinking
X	X	X	X	X	X	MSSG 2011	Massage Therapy Fundamentals II
X	X	X			X	MSSG 2013	Kinesiology for Massage
X	X	X			X	MSSG 1005	Hydrotherapy/Therapeutic Modalities
X	X	X			X	MSSG 1009	Health and Hygiene
X	X	X	X	X	X	MSSG 2086	Internship-Massage Therapy/Therapeutic Massage
					6. Personal Responsibility		
				5. Social Responsibility			
			4. Teamwork				
		3. Empirical and Quantitative Skills					
	2. Communication Skills						
1. Critical Thinking Skills							

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: Massage Therapy						**Credential: Certificate of Achievement**	
Award: Massage Therapy Certificate of Achievement							
Cip: 51.3501							
LIST OF ALL COURSES REQUIRED AND IDENTIFIED CORE OBJECTIVES							
Program Outcomes						**Course Number**	**Course Title**
1	**2**	**3**	**4**	**5**	**6**		
X	X	X		X		MSSG 1011	Massage Therapy Fundamentals I
X	X	X		X		MSSG 1013	Anatomy and Physiology for Massage
	X		X		X	MSSG 1007	Business Practices and Professional Ethics
X	X	X		X		MSSG 2014	Pathology for Massage
		X		X		LEAD 1000	Workforce Development With Critical Thinking
X	X	X		X		MSSG 2011	Massage Therapy Fundamentals II
X	X	X		X		MSSG 2013	Kinesiology for Massage
X	X	X		X		MSSG 1005	Hydrotherapy/Therapeutic Modalities
X	X	X		X	X	MSSG 1009	Health and Hygiene
X	X	X	X	X	X	MSSG 2086	Internship-Massage Therapy/Therapeutic Massage
					6. Perform skills necessary for successful interview processes, resume writing, and communication skills to self-market for employment.		
				5. Demonstrates knowledge of (OSHA) Occupational Safety and Health Administration requirements and all effective workplace safety programs and regulations.			
			4. Performs procedures of business management pertaining to the specifics of massage therapy.				
		3. Follow appropriate health and hygiene standards as required by TDLR regulations.					
	2. Demonstrate knowledge and understanding of the legal, ethical, and business practices related to massage therapy.						
1. Perform therapeutic modalities of massage, including but not limited to Swedish, deep tissue, and sports.							

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: Massage Therapy						**Credential: Certificate of Achievement**
Award: Massage Therapy Certificate of Achievement						
Cip: 51.3501						
LIST OF ALL COURSES REQUIRED AND IDENTIFIED CORE OBJECTIVES						
Program Outcomes						**General Education Outcomes**
1	**2**	**3**	**4**	**5**	**6**	
X	X	X	X	X	X	Critical Thinking Skills
X	X	X	X	X	X	Communication Skills
X	X	X	X	X	X	Empirical and Quantitative Skills
X	X	X	X	X		Teamwork
X	X	X	X	X	X	Social Responsibility
X	X	X	X	X	X	Personal Responsibility
						6. Perform skills necessary for successful interview processes, resume writing, and communication skills to self-market for employment.
						5. Demonstrates knowledge of (OSHA) Occupational Safety and Health Administration requirements and all effective workplace safety programs and regulations.
						4. Performs procedures of business management pertaining to specifics of massage therapy.
						3. Follow appropriate health and hygiene standards as required by state regulations.
						2. Demonstrate knowledge and understanding of the legal, ethical, and business practices related to massage therapy
						1. Perform therapeutic modalities of massage, including but not limited to Swedish, deep tissue, and sports

David Washburn asked if there were any questions or discussion. No one had questions or further discussion.

David Washburn asked for motion to approve the matrices as presented.
Dawn Thompson made motion to approve the matrices as presented.
James Alexander seconded the motion to approve the matrices as presented.
The motion passed and the committee voted to approve the matrices as presented.

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

  Justin Sanders reviewed the program statistics:

  - Program Statistics: N/A
    - Graduates 2021-2022: 9
    - Enrollment Spring 2022: 10

- Enrollment Fall 2022: 5 Applications so far

David Washburn asked about the current classes statistics.
Justin Sanders explained that the current class was ending this week and students would begin scheduling their licensure exam after class completion.
Discussion ensued about the new cohort beginning in November, how to fill out the packet for admission and the newest program being a night program instead of a day program. After the second cohort, we will evaluate to see which is better for students, day or night.

❖ **Local Demand**

The following questions were discussed by the committee:

- What are the current job openings?
- What are future job openings within the next year?
- If you have hired a VC graduate, were they prepared for the industry? N/A

David Washburn asked for input from committee members for the need of the community.
Discussion ensued about what specific needs are currently happening and what we can expect in the next year.
Chandra Dewbre is currently looking for 2-3 MT. Massage Envy is currently hiring for every position and sends out multiple letters every week. Dawn Thompson mentioned that there is a big demand for MT just to keep their doors open. Everyone is really excited about the school at Vernon College because there are no other massage schools nearby. The next closest school was in Lawton and that has closed.
Discussion continued about need for full-time and part-time employees for different facilities around town and the benefit for students to get their reciprocity license since we are so close to Oklahoma.
Everyone was asked to send business information to Justin Sanders and we will get a list together to keep in the gym close to their classrooms. The committee discussed that full-time is not 40 massages a week, but 20 massages a week because of damage to joints and how to make sure to take care of self while doing different positions.

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

David Washburn stated to the committee "If you have not done so, the faculty would be happy to show you the lab facilities after the meeting" Most of the committee expressed an interest in seeing the facilities after the meeting and Justin Sanders gave them a tour of the classroom and lab.

New equipment purchased for the program: None at this time.

David Washburn asked if there were recommendations for new equipment. None at this time.

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

Faculty: "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 Bettye Hutchins at, bhutchins@vernoncollege.edu ."

Placement Rate of Program Completers by Reporting Year [1]												
	2021-2022			2022-2023			2023-2024			3-Year Average		
Program	Plc	Cmp	%	Plc	Cmp	%	Plc	Cmp	%	Plc	Cmp	%
	10	9	90%									

All statistics will begin after 2022.

Justin Sanders mentioned the job board on the website and GradCast, a free service provided by the college to students where they can post their resumes and look at available in their field. .There is no current information on placements yet. There was some discussion on May Graduation, class finishing Oct. 6 and student plans for finishing and testing.

❖ **Professional development of faculty and recommendations**

N/A at this time.

David Washburn asked if there was any further discussion or recommendations for professional development for the staff.

None at this time.

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

David Washburn asked the committee to review the promotion and publicity.

- Facebook
- Website
- KFDX
- Channel 6
- Fliers
- CTE brochures
- Virtual events through Region 9 and TWC

David Washburn asked if there was any further discussion or recommendations for promotion and publicity.

Dell Blackwell asked if Facebook meant just that or all of Social Media, he commented that the younger population is now on Twitter and Instagram and does not use FB as much. Discussion ensued about using different forms of social media and getting stuff out to the students. Tracy Catlin mentioned she goes to high schools to give them information directly and drum up interest. Discussion continued regarding different job opportunities and how to reach out to potential students.

❖ **Serving students from special populations:**

David Washburn asked the committee to review the federal definition of special populations below.

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.

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: insert male/female ratio
    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).

Justin Sanders spoke about the Vernon College PASS Department and the way to contact the ADA Coordinator. Bettye Hutchins spoke on the benefits and use of New Beginnings Program and the ways it can help our students. Discussion ensued about tools provided after graduation, keeping the tuition low and ways to keep the cost low, possibly partnering with the book store to make an extra package afterwards. Discussion continued about where to get different materials for students and possibility of providing suggestions to students about where to go when shopping/donating/passing on materials to the students or program.

David Washburn asked for further discussion; there was none so he asked for a motion to adjourn.
Margie Reis made a motion to adjourn.
Dell Blackwell seconded the motion.
Meeting adjourned at 1:15PM.

Recorder Signature –	Date	Next Meeting: Fall 2023

Massage Therapy Minutes 10.5.22

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: insert male/female ratio
   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);
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Recorder Signature –	Date	Next Meeti
[signature]	10/31/22	