

**Advisory Committee Fall 2017 Annual Meeting Minutes  
Cosmetology Program  
Vernon College – Thursday, February 1, 2018 at 8:00 a.m.  
Century City Center  
Joe Chat Sumner Board Room (115)**

<b>CHAIRPERSON:</b> Hewitt Cox		
<b>MEETING DATE:</b> February 1, 2018	<b>MEETING TIME:</b> 08:00 a.m.	<b>MEETING PLACE:</b> Joe Chat Sumner Board Room (115)
<b>RECORDER:</b> Susie Koch	<b>VICE CHAIRPERSON:</b> Sydni Lee	<b>PREVIOUS MEETING:</b> October 3, 2016

<b>MEMBERS PRESENT:</b> <b>MEMBER'S ABSENT:</b> <b>OTHERS PRESENT:</b>		
<b>Name, Title, Company</b>	<b>Name, Title, Company</b>	<b>Name, Title, Company</b>
Hewitt Cox, Stylist, Crazy Beautiful Salon	Missy Duffle, Owner, Armstrong McCall	Diana Shipley, Director of Cosmetology, Vernon College
Susie Koch, Stylist, Stacia's Salon Stylist	Lacy Powell, Owner, Salon Glam	Angela Ward, Instructor Cosmetology, Vernon College
Tina Dodson, Stylist, Salon H2	Sabra Diaz, Owner/Stylist, Mode Hair Utopia	Shana Drury, Associate Dean of Instructional Services, Vernon College
Kelli Hogg, Owner, Lookin Good Spa	Dan Bryant, Owner, RDA	Jean M. Castle-Wade, Administrative Assistant to the Associate Dean of Instructional Services, Vernon College
Judy Maness, Owner, Spa on the Plaza		Holly Scheller, Coordinator of Marketing and Community Relations, Vernon College
Julie Sharp, Stylist, Tangles		
Kelisie Rosenlund, Salon Manager, Ulta Beauty		
Sydni Lee, Owner, Shear Elegance Salon		

**AGENDA**

<b>Agenda Item</b>	<b>Action, Discussion, or Information</b>	<b>Responsibility</b>
--------------------	---	-----------------------

Welcome & Introductions	Information	Diana Shipley
Purpose of Advisory Committee	Information	Shana Drury
Election of Chair, Vice Chair and Recorder	Action	Shana Drury
Approval of Minutes from the Last Meeting	Action	Chair
Old Business	None	Chair
Continuing Business	None	Chair
New Business:		Chair
Review program outcomes, assessment methods/results, and workplace competencies	Information	Chair
Approve program outcomes	Action	Chair/Members Present
Approve assessment methods	Action	Chair/Members Present
Approve workplace competencies	Action	Chair/Members Present
Review program curriculum/courses/degree plans	Information/Discussion	Chair
Approve program revisions	Action	Members present
Review SCANS, Gen Ed and outcomes matrices	Information/Discussion	Chair
Approve SCANS, Gen Ed and outcomes matrices	Action	Members Present
Program statistics: Graduates, majors, enrollment	Information/Discussion	Chair
Local Demand	Information/Discussion	Chair/Members Present
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, stating their positions and the agency they represented. Note: Each committee member received a packet via email which included all documents that would be reviewed and discussed.
Purpose of Advisory Committee	Shana Drury explained the purpose and importance of the advisory committee. She, also, stated their input guarantees the college is maintaining the most current practices, direction and equipment. The committee ensures the skills, knowledge, and abilities taught are pertinent to the field to produce the graduates that employers would like to hire in the field of Cosmetology.
Election of Chair, Vice Chair and Recorder	Shana Drury explained the positions and asked for nominations for a member to serve as Chair for the upcoming year. Hewitt Cox volunteered for the position of Chair. Sydni Lee volunteered for the position of Vice Chair. Susie Koch volunteered for the position of Recorder. The committee agreed unanimously.
Approval of Minutes from the Last Meeting	Hewitt Cox, Chair, asked the committee to review the previous minutes. Hewitt asked for a motion to approve the last meeting minutes. Sydni Lee made the motion to approve the previous minutes. Kelli Hogg seconded the motion. The committee agreed unanimously.
Old Business	The Chair stated there was is no old business.
Continuing Business	The Chair, Hewitt Cox, informed the committee that there was no continuing business.
New Business:	
Review program outcomes, assessment methods/results, and workplace competencies	Hewitt Cox asked the committee members to review the program outcomes, assessment methods/results and workplace competencies. Claudia informed the committee the program outcomes are generalized and overarching but lead back to the Program Outcomes. Ms. Ordonez asked Steven Underhill to expound on the outcomes, assessment methods, and workplace competencies. Mr. Underhill stated when the student has successfully completed the program there are six program outcomes the student will be proficient in. Steven has developed an assessment rubric, which work with the outcomes to measure the progress of the students. The workplace competency for the program is BMGT 2303 Problem Solving and Decision Making.

	<p>Mr. Underhill reported there is one capstone completer for the 2016-2017 year and shows proficiency in all six program outcomes. Mark Holcomb added Steven has been transitioning into the position of Program Coordinator so all of the outcomes, assessment methods, and workplace competencies will evolve and adapt over time and the committee will see these changes over the next few meetings. Daniel Ahern asked for clarification in the capstone course and its use. Mark informed the members the capstone course, BMGT 2303 Problem Solving and Decision Making, is the final step is the student's process and the course measures the totality of the student's knowledge and success in the program prior to graduation. Shana Drury noted the committee should make any recommendations for additions and alterations to the program during this time. The committee had no further recommendations.</p>
Approve program outcomes	<p>The Chair, Hewitt Cox, asked members to approve program outcomes as presented. Sydni Lee made a motion to approve the program outcomes as discussed. Judy Maness seconded the motion. The committee agreed unanimously.</p>
Approve assessment methods	<p>The Chair, Hewitt Cox, asked members to approve the assessment methods/results as presented. Sydni Lee made a motion to approve the assessment methods/results as presented. Kelli Hogg seconded. The committee agreed unanimously.</p>
Approval of course/exam of workplace competencies	<p>Hewitt Cox, Chair, asked members to approve workplace competencies as presented. Sydni Lee made a motion to approve the workplace competencies as presented. Susie Koch seconded the motion. The committee agreed unanimously.</p>
Review program curriculum/courses/degree plans	<p>Ms. Ordonez requested Mr. Underhill review and explain the program curriculum, courses, and degree plans to the committee. Steven explained the certificate requirements, the skills award, and the Associate in Applied Science degree. John Daugherty wanted to know which course the students most often choose as an elective. Mr. Underhill noted the most popular student choice is BUSI 1301 Business Principles because it covers a broad spectrum of business needs. This course transfers into the four year program. John asked if most of the students transfer to other institutions from this program. Steven referred to Jeff Stambaugh, Dean of Business Administration at MSU, for further expansion on the transfer of students into a four year program. Mr. Stambaugh stated he did not have exact figures for transfer students but he did note a much greater number of juniors and seniors in the program at MSU than freshman and sophomores. Mark Holcomb stated the majors are usually high, 75 to 150, and the college works to insure the students produced are of the highest quality, however there is some disconnect when you have only one student is in</p>

	the capstone program. This is an indicator the students are transferring to a four year institution. Mark noted the program is working towards students completing the program AAS and certificates prior to the student transferring. Shana informed the committee if they wanted to add any courses to the program or make changes this is the time to do so. The committee had no changes to the program.
Approve program curriculum/courses/degree plans/revisions	Hewitt Cox, Chair, asked members to approve program curriculum, courses and degree plans with updates discussed. Sydni Lee made a motion to approve the program revisions as discussed. Tina Dodson seconded the motion. The committee agreed unanimously.
Review SCANS, General Education and Outcomes matrices	Claudia asked the members to review and discuss the SCANS, the Gen Ed, and the outcomes matrices. Steven Underhill explained the purpose of the three matrices. The SCANS are the federal requirements and show how the education requirements are mapped back into the courses. The Gen Ed has six requirements and also show how the educational requirements are mapped back into the courses. The Outcomes matrix details the student learning outcomes. The committee had no additional recommendations.
Approve SCANS, General Education and Outcomes matrices	The Chair, Hewitt Cox, asked members to approve the three matrices as presented with corrections. Sydni Lee made a motion to approve the three matrices as discussed. Susie Koch seconded the motion. The committee agreed unanimously.
Program statistics: Graduates, majors, enrollment	Hewitt Cox requested Steven Underhill review the program statistics, graduates, majors, and enrollment. Mr. Underhill stated for 2017-2018 there was 1 BM Certificate and 1 BM AAS. For the majors in Fall 2017-2018 there were 9 BM Certificate and 59 BM AAS. Steven noted there was a total of 83 students enrolled in Fall 2017.
Local Demand	Mr. Cox asked Shana Drury to explain the specifics of local demand. Shana Drury stated this is a federal reporting requirement. Is this program viable and are you, in the industries, hiring? From the employers in the room, is this program still needed? Will you see retirements in the next two years and will you be hiring graduates from this program? Daniel Ahern stated BlueCross BlueShield is hiring and the program is providing the necessary skills for new hires. Claudia Ordonez added the program provides entry level training. John Daugherty believes there is a need for the program in the community.
Evaluation of facilities, equipment, and technology	The Chair, Hewitt Cox, asked all members if they have toured the facility. Steven Underhill offered to take the committee members to the lab/classroom for a tour after the meeting adjourns. At this time, Steven had no requests for additional

	equipment or technology. The committee had no further discussion.
Recommendations of selection and acquisition of new equipment and technology	Hewitt Cox, Chair, and Steven Underhill asked if there are any recommendations for new equipment or technology from the committee members. The committee made no additional recommendations.
External Learning Experiences, employment and placement opportunities	Mr. Cox asked the committee to review the external learning experience opportunities. Mr. Underhill reported a practicum course has been added to the program. Steven stated the student's skills are assessed by an employer in the community. There was no further discussion from the committee on the matter.
Professional development of faculty and recommendations (if applicable)	The Chair, Hewitt Cox, asked the committee to review the professional development of the faculty. Steven stated he is attending TTU's doctoral program. He has attended all VC development before Fall and Spring semesters. He participated in the Walk4Worriors. Steven noted he has received MVPN training and he is the VP of the Faculty Senate. He is the Faculty Advisor to the Student Veteran Organization. The committee made no recommendations.
Promotion and publicity (recruiting) about the program to the community and to business and industry (gender equity)	<p>Mr. Cox asked Mr. Underhill to inform the committee on the promotion and publicity of the program. Steven provided members with an update of the program recruitment and promotion.</p> <ul style="list-style-type: none"> <li>• Facebook</li> <li>• Literature</li> <li>• New posters</li> <li>• Fliers</li> <li>• Career Fairs</li> <li>• Maker Faire STEMA event</li> <li>• Youth Expo Day in September</li> <li>• GenTX Day, now called Spring Fest April 2017</li> </ul> <p>Mr. Underhill added a rating video to the promotion of the Business Management which he uses at presentation such as the Sophomore Roundup. The committee had no additional recommendations.</p>
Serving students from special needs	<p>Hewitt Cox, Chair, asked Steven to expound on the information of special populations to the committee members. The definition of "special populations" as outlined by Perkins:</p> <ul style="list-style-type: none"> <li>• 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:</li> <li>• individuals with disabilities;</li> <li>• individuals from economically disadvantaged families, including foster children;</li> <li>• individuals preparing for non-traditional fields;</li> <li>• single parents, including single pregnant women;</li> </ul>

	<ul style="list-style-type: none"> <li>• displaced homemakers; and</li> <li>• individuals with limited English proficiency.</li> </ul> <p>Mr. Underhill stated there are 4 males in the certificate program, 35 males in the AAS program, 5 females in the certificate program, and 24 females in the AAS program.</p>
Adjourn	The Chair, Hewitt Cox, made a motion to adjourn. The committee agreed unanimously. The meeting ended at 09:30 A.M.

RECORDER SIGNATURE: 	DATE: 2/10/2018	NEXT MEETING: Fall 2018
--	--------------------	-------------------------

