

**Advisory Committee Fall 2018 Annual Meeting  
Cosmetology**

Vernon College – Century City Room 115 November 7, 2018 at 8:30am

Julie Sharp – Chair  
Kelly Hogg – Vice Chair  
Tina Dodson – Recorder

**Members Present:**

Brad Rangel – Owner of Armstrong McCall  
Julie Sharp – Stylist at Tangles  
Tina Dodson – Stylist at Salon H2  
Hewitt Cox – Stylist at Crazy Beautiful  
Tammy Carlton – Owner of Serenity Salon  
Kelly Hogg – Owner of Lookin Good Spa  
Susie Koch – Stylist at Stacias

**Facility and Staff Present:**

Diana Shipley  
Elisha Wehrwein  
Angela Ward  
Elizabeth Crandall  
Mollie Williams  
Holly Scheller  
Chelsey Henry  
Shana Drury

**Members Absent:**

Cindy Murillo  
Thaddeus Turner  
Judy Maness  
Sydni Lee  
Dan Bryant

*Vice Chair was absent therefore the committee elected new roles.*

*Julie Sharp volunteered for Chair. Kelly Hogg volunteered for Vice Chair. Tina Dodson volunteered for Recorder.*

*Julie Sharp discussed the old business:*

**Old Business:**

1. In compliance with Certificate 1 requirements.
2. Posted credits hours May 2018

*Julie Sharp discussed the old business:*

## **Program Outcomes:**

*Discussion and review took place among committee members regarding the program outcomes listed below.*

1. Identify and demonstrate sanitations, 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 nail diseases/disorders and explain nail structure and nail 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 technique to include curling, blow drying and braiding
8. Explain the theory of haircolor and demonstrate the application of haircolor 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.

*After discussion, Julie Sharp asked for a motion to approve program outcomes. Hewitt Cox made motion to approve program outcomes as presented. Susie Koch seconded the motion.*

*The motion to approve program outcomes passed.*

## **Assessment Methods:**

*Julie Sharp asked that assessment methods and results be discussed and asked Mrs. Shipley to elaborate.*

Students completing 150 clock hours (4 credit hours) are given a competency test using the PSI Exam rubric. Students must pass the competency test before being allow to service clients

Each student is required to complete a monthly practical consisting of services directly related to student learner outcomes from each chapter of theory.

Students are given a pre-test and posttest on each theory chapter. At the end of each course a final test is given.

Results are given in the following chart.

*Julie Sharp asked for a motion to approve assessment methods and results.*

*Hewitt Cox made motion to approve assessment methods and results as presented.*

*Kelly Hogg seconded the motion.*

*The motion to approve assessment methods and results passed.*

**Workplace Competency:**

*Workplace competencies were discussed in detail as the table reflects below.*

<b>PSI Written Exam</b>	VC-17-18					
<b>Workplace Competencies</b>	Program Outcome	Number of Questions	Correct Answers	No. of Students tested	Results per student	Use of results
Licensing and Regulation	PO#9	8	7.5	4	79.50%	*
Sanitation, Disinfection, Safety	PO#1	24	19.5			
Shampoo, conditioning, scalp	PO#5	3	2.75			
Haircutting, Hairstyling	PO#6,PO#7	15	12.5			
Haircolor	PO#8	17	13.75			
Chemical Texture Service	PO#4	13	8			
Weaving , Braid, Extensions	PO#7	5	4			
Nail Care	PO#2	8	5.5			
Skin Care	PO#3	7	6			
Test categories changed 6/1/2018 competencies did not						
Licensing and Regulation	PO#9	20	16	1	75%	
Infection control	PO#1	28	16			
Hair and scalp care	PO#4,PO#5,PO#6,PO#7PO#8	40	32			
Nail Care	PO#2	6	4.17			
Skin Care	PO#3	6	6			
Licensing and Regulation	PO#9	20	17	2	80%	
Infection control	PO#1	28	22			

	PO#4,PO#5 PO#6,PO#7 PO#8	40	37.5			
Hair and scalp care						
Nail Care	PO#2	6	4.18			
Skin Care	PO#3	6	4.5			
<b>Total Students</b>				7	100% passed Written Exam	
<b>Practical Exam</b>						
Pre-Exam Set Up and Disinfection	PO#1-PO#9	7	6.57	7	90%	
Manicure Service	PO #1 PO#2 -PO#9	19	17.14			
Facial Service	PO#3 PO#1 PO#9	18	16.57			
Chemical Services Pcedure	PO#4 PO#9	17	14.86			
Chemical Servies Safety	PO#1	8	7.86			
Shampoo Service	PO#5	1	1			
Hairshaping	PO#6-PO#9	17	13.47			
Permanent Waving Service	PO#4-PO#9	20	15.34			
Curl Demo-roller placement	PO#6-PO#9	13	11.29			
Blow Drying - Thermal curling	PO#6-PO#1 PO#9	16	15.34			
End of Exam Disinfection	PO#1-PO#9	8	5.57			
<b>Total Students</b>				7	100% passed Practical Exam	

\*written test areas of weakness: more emphasis during lecture, additional projects, tutoring.

\*Practical Test areas of weakness: Additional lab exercises, one on one instruction.

<b>PSI Practical Exam</b>	CCC					
<b>Workplace Competencies</b>	Program Outcome	Number of Questions	Correct Answers	No. of Students tested	Results per student	Use of results
Licensing and Regulation	PO#9	8	7.2	5	82%	**
Sanitation, Disinfection, Safety	PO#1	24	19.2			
Shampoo, conditioning, scalp	PO#5	3	2.2			
Haircutting, Hairstyling	PO#6,PO#7	15	11.2			
Haircolor	PO#8	17	15.2			

Chemical Texture Service	PO#4	13	10			
Weaving , Braid, Extensions	PO#7	5	4			
Nail Care	PO#2	8	7			
Skin Care	PO#3	7	6.2			
Test catagories changed 6/1/2018 competencies did not						
Licensing and Regulation	PO#9	20	16.7	10	79%	
Infection control	PO#1	28	21.6			
Hair and scalp care	PO#4,PO#5, PO#6,PO#7PO#8	40	30.8			
Nail Care	PO#2	6	4.5			
Skin Care	PO#3	6	5			
Licensing and Regulation	PO#9	20	14.72	8	81%	
Infection control	PO#1	28	19.1			
Hair and scalp care	PO#4,PO#5PO#6,PO#7PO#8	40	33.75			
Nail Care	PO#2	6	4.88			
Skin Care	PO#3	6	4.88			
<b>Total Students</b>				*23	100% Passed written	

<b>Practical Exam</b>						
Pre-Exam Set Up and Disinfection	PO#1-PO#9	7	6.21	19	89%	
Manicure Service	PO #1 PO#2 -PO#9	19	17.21			
Facial Service	PO#3 PO#1 PO#9	18	15.42			
Chemical Services Pcedure	PO#4 PO#9	17	15			
Chemical Servies Safety	PO#1	8	7.79			
Shampoo Service	PO#5	1	1			
Hairshaping	PO#6-PO#9	17	13.68			

Permanent Waving Service	PO#4-PO#9	20	18.37			
Curl Demo-roller placement	PO#6-PO#9	13	11.68			
Blow Drying - Thermal curling	PO#6-PO#1PO#9	16	14.37			
End of Exam Disinfection	PO#1-PO#9	6	5.63			
<b>Total Students</b>				*19	100% passed Practical Exam	

\*4 Students failed to pass the written exam the first time. Students cannot take the practical exam until the student passes the written exam.

\*\*written test areas of weakness: more emphasis during lecture, additional projects, tutoring.

\*\*Practical Test areas of weakness: Additional lab exercises, one on one instruction.

*After discussion, Julie Sharp asked for a motion to approve workplace competency.*

*Hewitt Cox made motion to approve workplace competency as presented.*

*Susie Koch second the motion.*

*The motion to approve workplace competency as presented passed.*

### **Review Program Curriculum:**

## Cosmetology Instructor, Level 1 Certificate

### CIP 12.0413

Level 1 Certificate

**CERTIFICATE OF COMPLETION** (Probable Completion Time – 9 months or 32 weeks)

Prerequisite - Current Texas Operator's License, High School Diploma or GED, 1 Year Experience as an Operator

### Major Requirements (20 SH)

<b>CSME 1434</b>	Cosmetology Instructor I	4
<b>CSME 1435</b>	Orientation to the Instruction of Cosmetology	4
<b>CSME 2414</b>	Cosmetology Instructor II	4
<b>CSME 2449</b>	Cosmetology Instructor III	4
<b>CSME 2444</b>	Cosmetology Instructor IV	4
	<b>Total Credit Hours:</b>	<b>20</b>

*\*\* Must successfully complete a minimum of 750 training hours*

## Verification of Workplace Competencies:

Credentialing Examination - State Licensing Written and Practical Examinations

# Cosmetology Operator, Level 1 Certificate

CIP 12.0401

Level 1 Certificate

Instructional Locations - Vernon Campus, Century City Center

**CERTIFICATE OF COMPLETION** (Probable Completion Time – One Year)

## Major Requirements (42 SH)

<b>CSME 1401</b>	Orientation to Cosmetology	4
<b>CSME 1405</b>	Fundamentals of Cosmetology	4
<b>CSME 1451</b>	Artistry of Hair, Theory and Practice	4
<b>CSME 1543</b>	Manicuring and Related Theory	5
<b>CSME 1547</b>	Principles of Skin Care/Facials and Related Theory	5
<b>CSME 1553</b>	Chemical Reformation and Related Theory	5
<b>CSME 2250</b>	Preparation for the State Licensing Written Examination	2
<b>CSME 2251</b>	Preparation for the State Licensing Practical Examination	2
<b>CSME 2310</b>	Advanced Haircutting and Related Theory	3
<b>CSME 2343</b>	Salon Development	3
<b>CSME 2501</b>	The Principles of Hair Coloring and Related Theory	5
	<b>Total Credit Hours:</b>	<b>42</b>

\* Must successfully complete a minimum of 1500 training hours

**CSME 1434 Cosmetology Instructor I** - The fundamentals of instructing cosmetology students.

Demonstrate classroom/clinic management; differentiate teaching methodologies; identify different learning styles; and assess lesson plans.

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**CSME 1435 Orientation to the Instruction of Cosmetology** - An overview of the skills and knowledge necessary for the instruction of cosmetology students.

Identify teaching methodologies; observe lesson plan implementation; and monitor various learning settings.

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**CSME 2414 Cosmetology Instructor II** - A continuation of the fundamentals of instructing cosmetology students.

Demonstrate effective classroom/clinic management; implement teaching methodologies; and develop lesson plans.

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**CSME 2449 Cosmetology Instructor III** - Presentation of lesson plan assignments and evaluation techniques.

Present lesson plans using multi-media technology; develop evaluation techniques used in a cosmetology program; and demonstrate practical applications in a classroom setting.

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**CSME 2444 Cosmetology Instructor IV** - Advanced concepts of instruction in a cosmetology program. Topics include demonstration, development, and implementation of advanced evaluation techniques.

Practice instructional skills; develop assessment; evaluate techniques that promote student learning; and implement evaluation tools to measure student outcomes.

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**CSME 1401 Orientation to Cosmetology** - An overview of the skills and knowledge necessary for the field of cosmetology.

Demonstrate introductory skills, professional ethics, safety and sanitation. Explain the laws and rules of the state.

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**CSME 1405 Fundamentals of Cosmetology** - A course in the basic fundamentals of cosmetology. Topics include safety and sanitation, service preparation, manicure, facial, chemical services, shampoo, haircut, wet styling, and comb out.

Identify fundamental concepts related to skills required by the Texas Department of Licensing and Regulation (TDLR); demonstrate basic required skills by TDLR standards

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**CSME 1451 Artistry of Hair, Theory and Practice** - Instruction in the artistry of hair design. Topics include theory, techniques, and application of hair design.

Practice basic competencies related to the artistry of hair design; demonstrate use of tools; exhibit basic manipulative skills; and follow safety and sanitation laws and rules according to the state licensing agency.

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**CSME 1543 Manicuring and Related Theory** - Presentation of the theory and practice of nail services. Topics include terminology, application, and workplace competencies related to nail services.

Define terminology related to nail services; demonstrate the basic procedures of nail services; practice safety and sanitation according to the laws and rules of the state licensing agency; and exhibit workplace competencies in nail services.

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**CSME 1547 Principles of Skin Care/Facials and Related Theory** - In-depth coverage of the theory and practice of skin care, facials, and cosmetics.

Define terminology related to the skin, products, and treatments; demonstrate applications related to skin care and cosmetics; practice safety and sanitation according to the laws and rules of the state licensing agency; and exhibit workplace competencies in skin care and cosmetics.

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**CSME 1553 Chemical Reformation and Related Theory** - Presentation of the theory and practice of chemical reformation including terminology, application, and workplace competencies.

Define terminology related to chemical reformation; follow safety and sanitation laws and rules according to the state licensing agency; and exhibit workplace competencies related to chemical reformation.

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**CSME 2250 Preparation for the State Licensing Written Examination -**  
Preparation for the state licensing written examination.

Review the required skills for the state licensing written examination; and identify safety and sanitation according to the laws and rules of the state licensing agency.

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**CSME 2251 Preparation for the State Licensing Practical Examination -**  
Preparation for the state licensing practical examination.

Demonstrate the required skills for the state licensing practical examination; and practice safety and sanitation according to the laws and rules of the state licensing agency.

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**CSME 2310 Advanced Haircutting and Related Theory -** Advanced concepts and practice of haircutting. Topics include utilizing scissors, razor, and/or clippers.

Utilize correct terminology related to advanced haircutting techniques; and demonstrate work place competencies related to advanced haircutting techniques.

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**CSME 2343 Salon Development -** Procedures necessary for salon development. Topics include professional ethics and goal setting, salon operation, and record keeping.

Create a salon portfolio or business plan. Demonstrate organizational skills related to salon operation and management.

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**CSME 2501 The Principles of Hair Coloring and Related Theory -** Presentation of the theory, practice, and chemistry of hair color. Topics include terminology, application, and workplace competencies related to hair color.

Define terminology; demonstrate hair color application; practice safety and sanitation according to the laws and rules of the state licensing agency; and practice workplace competencies related to hair color

*Julie Sharp asked for a motion to approve program as presented.  
 Kelly Hogg made motion to approve program as presented.  
 Hewitt Cox second the motion.*

*The motion to approve program as presented passed.*

**Review of Matrices:**

*Julie Sharp led the discussion on Review Secretary’s Commission on Achieving Necessary Skills (SCANS), General Education, Program Outcomes Matrices, and Institutional Outcomes Matrices and asks the faculty to expand on them.*

*Diana Shipley explains the matrices below.*

<b>Program: Cosmetology-Instructor</b>								<b>Credential: Certificate of Completion</b>	
Award: Cosmetology Instructor Certificate of Completion									
Cip: 12.0413									
<b>LIST OF ALL COURSES REQUIRED AND IDENTIFIED COMPETENCIES</b>									
SCANS COMPETENCIES								Course Number	Course Title
1	2	3	4	5	6	7	8		
X	X	X	X	X	X	X	X	CSME 1434	Cosmetology Instructor I
X	X	X	X	X	X	X	X	CSME1435	Orientation to the Instruction of Cosmetology
X	X	X	X	X	X	X	X	CSME 2414	Cosmetology Instructor II
X	X	X	X	X	X	X	X	CSME 2449	Cosmetology Instructor III
X	X	X	X	X	X	X	X	CSME 2444	Cosmetology Instructor IV
								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	
<b>Program: Cosmetology-Operator</b>								<b>Credential: Certificate of Completion</b>	

Award: Cosmetology Operator Certificate of Completion									
Cip: 12.0401									
<b>LIST OF ALL COURSES REQUIRED AND IDENTIFIED COMPETENCIES</b>									
<b>SCANS COMPETENCIES</b>								<b>Course Number</b>	<b>Course Title</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>		
x	x	x	x	x	x	x	x	CSME 1401	Orientation to Cosmetology
x	x	x	x	x	x	x		CSME 1405	Fundamentals of Cosmetology
x	x	x	x	x	x	x		CSME 1451	Artistry of Hair, Theory, and Practice
x	x	x	x	x	x	x		CSME 1543	Manicuring and Related Theory
x	x	x	x	x	x	x		CSME 1547	Principles of Skin Care/Facials and Related Theory
x	x	x	x	x	x	x		CSME 1553	Chemical Reformation and Related Theory
x	x	x	x	x	x	x	x	CSME 2250	Preparation for the State Licensing Written Examination
x	x	x	x	x	x	x	x	CSME 2251	Preparation for the State Licensing Practical Examination
x	x	x	x	x	x	x	x	CSME 2310	Advanced Haircutting and Related Theory
x	x	x	x	x	x	x	x	CSME 2343	Salon Development
x	x	x	x	x	x	x		CSME 2501	The Principals of Hair Coloring and Related Theory
								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	

<b>Program: Cosmetology-Instructor</b>						<b>Credential: Certificate of Completion</b>			
Award: Cosmetology Instructor Certificate of Completion									
Cip: 12.0413									
<b>LIST OF ALL COURSES REQUIRED AND IDENTIFIED CORE OBJECTIVES</b>									
<b>GENERAL EDUCATION CORE OBJECTIVES</b>						<b>Course Number</b>	<b>Course Title</b>		
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>				

x	x	x	x	x	x	CSME 1434	Cosmetology Instructor I
x	x	x	x	x	x	CSME1435	Orientation to the Instruction of Cosmetology
x	x	x	x	x	x	CSME 2414	Cosmetology Instructor II
x	x	x	x	x	x	CSME 2449	Cosmetology Instructor III
x	x	x	x	x	x	CSME 2444	Cosmetology Instructor IV
						6. Personal Responsibility	
						5. Social Responsibility	
						4. Teamwork	
						3. Empirical and Quantitative Skills	
						2. Communication Skills	
						1. Critical Thinking Skills	

<b>Program: Cosmetology-Operator</b>	<b>Credential: Certificate of Completion</b>
Award: Cosmetology Operator Certificate of Completion	
Cip: 12.0401	

**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	CSME 1401	Orientation to Cosmetology
x	x	x	x	x	x	CSME 1405	Fundamentals of Cosmetology
x	x	x	x		x	CSME 1451	Artistry of Hair, Theory, and Practice
x	x	x	x	x	x	CSME 1543	Manicuring and Related Theory
x	x	x	x	x	x	CSME 1547	Principles of Skin Care/Facials and Related Theory
x	x	x	x	x	x	CSME 1553	Chemical Reformation and Related Theory
			x		x	CSME 2250	Preparation for the State Licensing Written Examination
			x		x	CSME 2251	Preparation for the State Licensing Practical Examination
x	x	x	x	x	x	CSME 2310	Advanced Haircutting and Related Theory
x	x	x	x	x	x	CSME 2343	Salon Development
x	x	x	x	x	x	CSME 2501	The Principals of Hair Coloring and Related Theory
						6. Personal Responsibility: Students will demonstrate the ability to connect choice, action and consequences to ethical decision making.	
						5. Social Responsibility: Students will demonstrate intercultural competency and civic knowledge by engaging effectively in local regional, national and/or global communities	

4. Teamwork: Students will demonstrate the ability to work effectively with others to support a shared purpose or goal and consider different points of view.
3. Empirical and Quantitative Skills: Students will demonstrate applications of scientific and mathematical concepts.
2. Communication Skills: Students will demonstrate effective written, Oral and visual communication.
1. Critical Thinking Skills; Students will engage in creative and/or innovative thinking and/or inquiry, analysis, evaluation, synthesis of information organizing concepts and construction solutions.

<b>Program: Cosmetology-Instructor</b>					<b>Credential: Certificate of Completion</b>	
Award: Cosmetology Instructor Certificate of Completion						
Cip: 12.0413						
<b>LIST OF ALL COURSES REQUIRED AND OUTCOMES</b>						
OUTCOMES					Course Number	Course Title
1	2	3	4	5		
x	x	x	x	x	CSME 1434	Cosmetology Instructor I
x		x		x	CSME1435	Orientation to the Instruction of Cosmetology
x		x	x	x	CSME 2414	Cosmetology Instructor II
	x		x		CSME 2449	Cosmetology Instructor III
x	x	x	x	x	CSME 2444	Cosmetology Instructor IV
					5. Describe and apply classroom management techniques as they relate to conflict management, professionalism, learning behavior and the educational environment.	
					4. Develop and apply pedagogically sound evaluation and testing methods.	
					3. Recognize various instructor characteristic/teaching styles and student engagement strategies and demonstrate effective teaching methods including demonstration and implements/equipment/handouts used for instruction of cosmetology students.	
					2. Develop lesson plans in accordance with student learning objectives.	
					1. Explain instructor-student relationship as it relates to learning styles and types of students, communication techniques and learning conditions.	

<b>Program: Cosmetology</b>										<b>Credential: Certificate of Completion</b>	
Award: Cosmetology Operator Certificate of Completion											
Cip: 12.0401											
<b>LIST OF ALL COURSES REQUIRED AND OUTCOMES</b>											
<b>OUTCOMES</b>									<b>Course Number</b>		<b>Course Title</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>			
x	x	x	x	x			x	x	CSME 1401	Orientation to Cosmetology	
x	x	x	x	x	x	x	x	x	CSME 1405	Fundamentals of Cosmetology	
x				x	x		x		CSME 1451	Artistry of Hair, Theory, and Practice	
x	x								CSME 1543	Manicuring and Related Theory	
x		x							CSME 1547	Principles of Skin Care/Facials and Related Theory	
x			x						CSME 1553	Chemical Reformation and Related Theory	
x	x	x	x	x	x	x	x	x	CSME 2250	Preparation for the State Licensing Written Examination	
x	x	x	x	x	x	x	x	x	CSME 2251	Preparation for the State Licensing Practical Examination	
x				x					CSME 2310	Advanced Haircutting and Related Theory	
x								x	CSME 2343	Salon Development	
x									CSME 2501	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 haircolor and demonstrate the application of haircolor for a virgin tint to darken and a bleach retouch.		
									7. Identify the principle of hairstyling and demonstrate finishing technique to include 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, massage and identify nail diseases/disorders and explain nail structure and nail growth.		
1. Identify and demonstrate sanitations, disinfection and safety using universal precautions in accordance with the Texas Dept. of Lic. & Reg.											

<b>Program: Cosmetology-Instructor</b>					<b>Credential: Certificate of Completion</b>
Award: Cosmetology Instructor Certificate of Completion					
Cip: 12.0413					
<b>LIST OF ALL COURSES REQUIRED AND OUTCOMES</b>					
<b>OUTCOMES</b>					<b>General Education Outcomes</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	
x	x	x	x	x	1. Critical Thinking Skills
x	x	x	x	x	2. Communication Skills
x	x	x	x	x	3. Empirical and Quantitative Skills
x	x	x	x	x	4. Teamwork
x	x	x	x	x	5. Social Responsibility
x	x	x	x	x	6. Personal Responsibility
					5. Describe and apply classroom management techniques as they relate to conflict management, professionalism, learning behavior and the educational environment.
					4. Develop and apply pedagogically sound evaluation and testing methods.
					3. Recognize various instructor characteristic/teaching styles and student engagement strategies and demonstrate effective teaching methods including demonstration and implements/equipment/handouts used for instruction of cosmetology students.
					2. Develop lesson plans in accordance with student learning objectives.
					1. Explain instructor-student relationship as it relates to learning styles and types of students, communication techniques and learning conditions.

<b>Program: Cosmetology</b>									<b>Credential: Certificate of Completion</b>
Award: Cosmetology Operator Certificate of Completion									
Cip: 12.0401									
<b>LIST OF ALL COURSES REQUIRED AND OUTCOMES</b>									
<b>OUTCOMES</b>									<b>General Education Outcomes</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	
x	x	x	x	x	x	x	x	x	1. Critical Thinking Skills; Students will engage in creative and/or innovative thinking and/or inquiry, analysis, evaluation, synthesis of information organizing concepts and construction solutions.
x	x	x	x	x	x	x	x	x	2. Communication Skills: Students will demonstrate effective written, Oral and visual communication.



x	x	x	x	x	x	x	x	x	x	3. Empirical and Quantitative Skills: Students will demonstrate applications of scientific and mathematical concepts.
x	x	x	x	x	x	x	x	x	x	4. Teamwork: Students will demonstrate the ability to work effectively with others to support a shared purpose or goal and consider different points of view.
x	x	x	x	x	x	x	x	x	x	5. Social Responsibility: Students will demonstrate intercultural competency and civic knowledge by engaging effectively in local regional, national and/or global communities
x	x	x	x	x	x	x	x	x	x	6. Personal Responsibility: Students will demonstrate the ability to connect choice, action and consequences to ethical decision making.
										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 haircolor and demonstrate the application of haircolor for a virgin tint to darken and a bleach retouch.
										7. Identify the principle of hairstyling and demonstrate finishing technique to include 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, massage and identify nail diseases/disorders and explain nail structure and nail growth.
										1. Identify and demonstrate sanitations, disinfection and safety using universal precautions in accordance with the Texas Dept. of Lic. & Reg.

*Julie Sharp asked for a motion to approve matrices.  
Hewitt Cox made motion to approve matrices as presented.  
Susie Koch seconded the motion.*

*The motion to approve matrices as presented passed.*

**Program Statistics:**

*Julie Sharp proceeded into discussing Program statistics*

- Program Statistics:
  - Graduates 2017-2018: (VC -7 CCC-19)
  - Enrollment Summer 2018: VC - 7 CCC-16
  - Majors Fall 2018-2019: Cosmetology
  - Enrollment Fall 2018: (VC-12 CCC-12)

**Local Demand**

*The Chair, Julie Sharp, opened the floor to talk about the Local Demand for the program.*

*Great demand for corporate salons. Kelly Hogg feels that the students are coming out of school with the knowledge they need.*

**Evaluation of Facilities:**

*Julie opened up discussion on evaluation of facilities, equipment, and technology. Recommendation for acquisition of new equipment and technology.*

1. 2 portable high-frequency devices
2. DVD: Razor cutting
  - Natural Hair Care
  - Studio Luna (teaching scenarios)
  - Soft Skills

**External learning experiences:**

*Julie moved discussion to external learning experiences, employment, and placement opportunities*

- 10-11 Salon Tours
- 10-28 Maker Faire
- 11-13 Image Expo

<b>Placement Rate of Program Completers by Reporting Year [1]</b>			
<b>Program</b>	<b>2013-2016 3-Year Average</b>		
	<b>Plc</b>	<b>Cmp</b>	<b>%</b>
12040000-Cosmetology and Related Personal Grooming Services	57	64	89.06%

**Professional development of faculty:**

*The Chair moves to professional development of faculty and recommendations:*

- 9-18,11-13,5-21 Advisory Board
- 8-26-28 Behind the Chair Hair Show
- 3-1-2-18 TCCTA

**Promotion and publicity:**

*Julie proceeds to promotion and publicity (recruiting) about the program to the community and to business and industry.*

- 9-27 8<sup>th</sup> grade expo
- 9-4 new promotional video
- 12-1 High School tours
- 1-23 City View Tour
- 2-9- Rider High School tours
- 4-6 – Preview Day
- 6-9 – Community Event
- 3-1 – Family night Vernon
- 7-9 – Domestic violence training


**Serving students from special populations:**

*Julie would like to discuss serving students from special populations.*

1. individuals with disabilities;
2. individuals from economically disadvantaged families, including foster children;
3. individuals preparing for non-traditional fields;  
VC: 1 Male 11 Females  
CCC: 1 Male 11 Females
4. single parents, including single pregnant women;
5. displaced homemakers; and
6. individuals with limited English proficiency

Adjourn

The meeting adjourned at 9:39 AM

Recorder Signature: 	Date: 2-5-2018	Next Meeting: Fall 2019
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