

Advisory Committee Fall 2015 Meeting Minutes
Vernon College - Cosmetology

CHAIRPERSON: Hewitt Cox		
MEETING DATE: November 9, 2015	MEETING TIME: 12:00 pm 1:00 pm	MEETING PLACE: Century City. Room 412
RECORDER: Julie Milliner		PREVIOUS MEETING: December 16, 2014

MEMBERS PRESENT:

OTHERS PRESENT:

Name, Title, Company	Name, Title, Company	Name, Title, Company
Hewitt Cox, stylist – Crazy Beautiful	Tina Dodson, owner/stylist-Calidora	Diana Shipley Director of Cosmetology
Carla Walsh-Stylist-Permanent Solutions	Sydni Lee, owner/stylist-Shear Elegance	Elisha Wehrwein Instructor Cosmetology CCC
Lacey Ernst, Owner- Primp and Blow	Judy Maness, owner/instructor-Spa on the Plaza	Angela Ward Instructor Cosmetology VC
Lacy Yeager-stylist/owner-Salon Glam	Dan Bryant, Distributor RDA	Shana Munson Assoc. Dean of Career & Technology Education
Julie Milliner-stylist-Tangles		Donna Egoavil Instructional Services Administrative Assistant
David Kelly-owner-Sports Clips		Melissa More Early College Start Coordinator
Marshae McGee, stylist – Mode Hair utopia		LeAnn Scharbrough Advancement Specialist
MEMBERS ABSENT:		
Missy Duffle, Distributor Armstrong McCall		

AGENDA

Agenda Item	Action, Discussion, or Information	Responsibility
Welcome & Introductions	Information	Diana Shipley
Purpose of Advisory Committee	Information	Shana Drury
Election of Chair and Recorder	Action	Diana Shipley
Approval of Minutes from the Last Meeting	Action	Hewitt Cox
Old Business: (if any, otherwise type None)	Old Business or None	Hewitt Cox
Continuing Business: (List if any, otherwise type None)	Continuing Business or None	Hewitt Cox
New Business:		


Review program outcomes, assessment methods, and results	Information	Hewitt Cox
Approve program outcomes and assessment methods	Action	Hewitt Cox /Members Present
Review program curriculum/courses/degree plans	Information/Discussion	Hewitt Cox
Approve program revisions (if applicable)	Action	Members present
Review SCANS and Gen Ed outcomes matrices	Information/Discussion	Hewitt Cox
Approve SCANS and Gen Ed outcomes matrices	Action	Members Present
Review verification course/exam of workplace competencies	Information/Discussion	Hewitt Cox
Approval of course/exam of workplace competencies	Action	Members Present
Review student handbook	Information/Discussion	Hewitt Cox
Approve changes (if applicable)	Action	Members Present
Program statistics: Graduates, majors, enrollment	Information/Discussion	Hewitt Cox
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	Hewitt Cox
Professional development of faculty and recommendations (if applicable)	Information/Discussion/Action (if applicable)	Hewitt Cox /Members Present
Promotion and publicity (recruiting) about the program to the community and to business and industry (gender equity)	Discussion/ Information	Hewitt Cox
Serving students from special needs	Information	Hewitt Cox
Adjourn	Action	Hewitt Cox /Members Present

MINUTES

Agenda Item	Action, Discussion, or
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	Information
Welcome & Introductions	Diana welcomed the committee members and guests. Each introduced themselves and the business they represented.
Purpose of Advisory Committee	Shana Drury explained the purpose and benefits of advisory committees.
Election of Chair and Recorder	Hewitt Cox was elected chair and David Kelly was elected recorder.
Approval of Minutes from the Last Meeting	Approved as read.
Old Business: (if any, otherwise type None)	None
Continuing Business: (List if any, otherwise type None)	Diana explained the restructuring of TDLR and the compliance with the Credit Hour/clock hour Program.
New Business:	
Review program outcomes, assessment methods, and results	Program Outcomes for Operator and Instructor were given for review.
Approve program outcomes and assessment methods	Reviewed and approved as written.
Review program curriculum/courses/degree plans	Syllabi given to members for review.
Review SCANS and Gen Ed outcomes matrices	Course outlines and SCANS were given for review.
Approve SCANS and Gen Ed outcomes matrices	Committee approved SCANS as they were presented.
Review verification course/exam of workplace competencies	Copies were presented.
Approval of course/exam of workplace competencies	Committee approved as written.
Review student handbook	Student handbooks were given to the committee members for review.. Recommendation to not allow tardies was made.
Approve changes (if applicable)	Members voted and approved to not allow class tardies.
Program statistics: Graduates, majors, enrollment	Current enrollment: VC-15 WF-24 Graduates: VC- 6 operators 2 Inst. WF- 12 Operators 1 Inst. Total: 21
Evaluation of facilities, equipment, and technology	New equipment was purchase with Perkins funds: New equipment: VC – New dryer, CCC – New washing machine, added electrical outlets, new motor for wig dryer, new autoclave

	Both campuses – pedi carts and roll-a-bouts through Perkin's Foundation Technology – New computers both campuses
Recommendations of selection and acquisition of new equipment and technology	None
External Learning experiences, employment and placement opportunities	Senior Tour of area Salons-Fall and Spring. Salon tours for senior students Educator through Armstrong McCall Nylynn Nancy Smith – Budgeting and Business John Hennington – Business Management
Professional development of faculty and recommendations (if applicable)	Elisha Wehrwein – five-day Teacher Training Class – Toni and Guy Academy Angela Ward – three day Cutting the Classic Class – Toni and Guy Academy Diana Shipley – three day class Cutting Graduation – Toni and Guy Academy Diana Shipley and Angela Ward – six week leadership class with Dr. Johnston TCCTA Convention
Promotion and publicity (recruiting) about the program to the community and to business and industry (gender equity)	GEN-TEX Sophomore Round-up Vernon College Cosmetology was invited to present at the Dream Big Event for Southern Hills Elementary.
Serving students from special needs	Men are pictured in publicity articles and newspapers/ Hands-on cutting classes by men
Adjourn:	David Kelly motioned to adjourn. Tina Dodson seconded the motion. The meeting was adjourned.

RECORDER SIGNATURE: 	DATE: 12-4-2015	NEXT MEETING: 2016
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