

## Advisory Committee Fall 2020 Minutes

### Cosmetology

4:00pm – November 9, 2020 – Vernon College, Century City Center  
Joe Chat Sumner Conference Room

#### Members present:

Brad Rangel, Armstrong McCall  
Michelle Reed, Lookin' Good Spa  
Proxy for Kelly Hogg  
Yubia Gutierrez, The Beauty Lounge  
Tina Dodson, Salon h2  
Julie Kennedy, JAK's Society  
Tammy Carlton, Serenity  
Syd Maldonado, Voltage Hair Studio

#### Members not present:

Hewitt Cox  
Judy Maness  
Amanda Akin  
Betty Robbins

#### Vernon College faculty/staff:

Michelle Downes  
Shana Drury  
Diana Shipley  
Angela Ward  
Elisha Wehrwein

*Diana Shipley welcomed the committee and began the introductions.*

*Shana Drury reviewed the purpose of the advisory committee and asked for nominations or volunteers for vice-chair and recorder.*

Chair: Julie Kennedy  
Vice-chair: Tammy Carlton  
Recorder: Tina Dodson

Old Business/Continuing Business.....Julie Kennedy

None

New Business .....Julie Kennedy

*Julie Kennedy began the meeting with new business since there was no old business to discuss.*

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

*Julie Kennedy asked the faculty member, Diana Shipley, to review the program outcomes with the committee.*

*Diana Shipley reviewed the outcomes listed below.*

#### Program outcomes

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.

❖ **Approve program outcomes**

*Julie Kennedy asked the committee for a motion to approve the program outcomes as presented. Tammy Carlton made a motion to approve the program outcomes as presented. Yubia Gutierrez seconded the motion.*

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

❖ **Approve assessment methods and results**

*Julie Kennedy asked the faculty member, Diana Shipley, to explain in more detail the assessment methods and results.*

*Diana Shipley reviewed the information below.*

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 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 a 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.

*Julie Kennedy asked the committee for a motion to approve the assessment methods as presented.*

*Brad Rangel made a motion to approve the assessment methods as presented.*

*Tammy Carlton seconded the motion.*

*The motion passed and the committee will approve the assessment methods as presented.*

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

*Julie Kennedy asked the faculty member to please tell the committee about the competency and how the students have performed on the competency.*

*Diana Shipley reviewed the information in the table below.*

Program Outcome	Number of students who took course or licensure exam	Results per student	Use of results
1-9	18	All passed	Identify any red flag areas needing attention

Verification of workplace competencies:

Cosmetology Operator Certificate: Texas Department of Licensing and Regulations Written and Practical Examinations

Cosmetology Instructor Certificate: Texas Department of Licensing and Regulations Written and Practical Examinations

*Yubia Gutierrez asked, do the students have similar results on where they are failing.*

*Diana Shipley stated that Vernon College pass rate is higher than most Texas schools.*

*Brad Rangel asked what areas have they seen need improvements.*

*Diana Shipley stated that there was a little trouble with the TDRL rules and regulations sections.*

*Diana stated that we only have one course that covers the rules and regulations, so they have just added more content where they can in the course.*

*Elisha Wehrwein stated that the students struggled but they do not necessarily fail.*

*Julie Kennedy asked the committee for a motion to approve workplace competency as presented.*

*Yubia Gutierrez made a motion to approve the workplace competency as presented.*

*Tammy Carlton seconded the motion.*

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

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

*Diana Shipley reviewed the information below on the licensing for Cosmetology students.*

The Texas Department of Licensing and Regulation requires a Cosmetology 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.

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

*Julie Kennedy asked the faculty member to please discuss with the committee the program’s curriculum and degree plans for 2021-2022.*

*Shana Drury reviewed the addition of the LEAD 1100 course. After a comprehensive local needs assessment survey employers (100%) and faculty stated that they would like this course to be added to all Career and Technical Education programs at Vernon College. Once a student takes this course they are able to test to receive a Certificate in Work Ethics from the Center for Work Ethics. This course, if approved, will be offered in the fall semesters.*

## Cosmetology Operator, Level 1 Certificate

**CIP 12.0401**

Instructional Locations - Vernon Campus, Century City Center

**Fall Start**

**CERTIFICATE OF COMPLETION** (Probable Completion Time – One Year or 43 Weeks)

**Major Requirements (30 SH)**

\* Must successfully complete a minimum of 1000 training hours

Fall		
CSME 1401	Orientation to Cosmetology	4
<b>CSME 1310</b>	Introduction to Haircutting and Related Theory	<b>3</b>
CSME 1453	Chemical Reformation and Related Theory	4
<b>LEAD 1100</b>	<b>Workforce Development with Critical Thinking</b>	<b>1</b>
Spring		
CSME 2401	Principles of Hair Coloring and Related Theory	4
CSME 1443	Manicuring and Related Theory	4
CSME 1451	Artistry of Hair, Theory and Practice	4
Summer		
CSME 2410	Advanced Hair Cutting	4
CSME 1248	Principles of Skin Care	2
	<b>Total Credit Hours:</b>	<b>30</b>

(A) Course included on the State’s Advanced Technical Credit list. (See Advanced Technical Credit.)

## Cosmetology Instructor, Level 1 Certificate

**CIP 12.0413**

**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)

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

Course descriptions and learning outcomes provided as a separate document.

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

*Julie Kennedy asked the committee for a motion to approve the program revisions as presented.  
Tammy Carlton made a motion to approve the program revisions as presented.  
Michelle Reed seconded the motion.*

*The motion passed and the committee will approve the program revisions as presented.*

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

*Julie Kennedy asked the faculty member, Diana Shipley, to discuss the following matrices with the committee.*

*Diana Shipley reviewed the matrices and how they map the requirements back to the courses.*

**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.**

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

**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.**

<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 CORE OBJECTIVES</b>							
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 IDENTIFIED CORE OBJECTIVES</b>							
GENERAL EDUCATION CORE OBJECTIVES						Course Number	Course Title
1	2	3	4	5	6		
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	

**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.**

<b>Program: Cosmetology</b>										<b>Credential: Certificate of Completion</b>	
Award: <b>Cosmetology Operator Certificate of Completion</b>											
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>Course Number</b>	<b>Course Title</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>		
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.	

**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.**

<b>Program: Cosmetology</b>										<b>Credential: Certificate of Completion</b>
Award: <b>Cosmetology Operator Certificate of Completion</b>										
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	x	1. Critical Thinking Skills
x	x	x	x	x	x	x	x	x	x	2. Communication Skills
x	x	x	x	x	x	x	x	x	x	3. Empirical and Quantitative Skills
x	x	x	x	x	x	x	x	x	x	4. Teamwork
x	x	x	x	x	x	x	x	x	x	5. Social Responsibility
x	x	x	x	x	x	x	x	x	x	6. Personal Responsibility
										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					
LIST OF ALL COURSES REQUIRED AND OUTCOMES					
OUTCOMES					General Education Outcomes
1	2	3	4	5	
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.

*Julie Kennedy opened the floor for discussion and recommendations. Hearing none Julie asked the committee for a motion to approve the matrices as presented.*

*Tammy Carlton made a motion to approve the matrices as presented.*

*Brad Rangel seconded the motion.*

*The motion passed and the committee will approve the matrices as presented.*

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

*Julie Kennedy asked the faculty member, Diana Shipley, to discuss the following information with the committee.*

*Diana Shipley reviewed the following information with the committee.*

- Program Statistics:
  - Graduates 2019-2020: 17
  - Enrollment Summer 2020: 22
  - Majors Fall 2020-2021: 43 Operator, Instructor
  - Enrollment Fall 2020: 24 (CCC) and 11(Vernon)

### ❖ **Local Demand**

*Tammy Carlton stated that they currently have booth rent spots available and a couple studios available.*

*Michelle Reed stated that they have a position for a commission stylist.*

*Syd Maldonado stated that at her salon recently two people went to part time so she has two spots open currently. Syd, stated new students start out with a probation period for two months with no booth rent and lets them get experience and build clientele and booth rent is \$40 a week instead of a monthly rent.*

*Brad Rangel stated that he has spots available often, a couple positions for stylist as well as a position for a delivery driver probably in the spring. Brad also stated that they were looking to expand into Lawton so there would be positons available.*

*Julie Kennedy stated that the addition of the LEAD 1100 course will be beneficial to the students. In positions in the past potential employees would come in wearing shorts to pick up applications and that would automatically be noted on their applications.*

*Syd Maldonado asked if the students were invited to shadow at salons before they graduate.*

*Diana Shipley stated that prior to COVID the students will go to 10-12 salons on a salon tour.*

*Angela Ward stated several of the students are working part time as receptionists for salons or washing hair to get into salons.*

*Michelle Reed stated that consistency is very important. In the past they have hired people who would look professional and then show up for work not looking professional.*

*Brad Rangel stated that they are having several Zoom meetings from different companies and lines and techniques to help students learn new techniques as well as products.*

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

*Julie Kennedy stated to the committee if you have not done so, the faculty would be happy to show you the lab facilities after the meeting.*

Equipment added:

- Shampoo units
- Wall mount circular heat lamp
- Ring light

*Elisha Wehrwein detailed the minor remodeling that has happened on the Vernon Campus that has really helped the looks of the salon.*

*Julie Kennedy asked the committee if there was any discussion or recommendations for new equipment.*

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

*Shana Drury reviewed the job board at Vernon College and GradCast services offered from Vernon College for our students and potential employers.*

“Vernon College offers a job board on the website. Businesses can contact Chelsey Henry, Coordinator of Career Services, [chenry@vernoncollege.edu](mailto: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 Judy Ditmore, [jditmore@vernoncollege.edu](mailto:jditmore@vernoncollege.edu).”

Placement Rate of Program Completers by Reporting Year [1]												
Program	2015-2016			2016-2017			2017-2018			3-Year Average		
	Plc	Cmp	%	Plc	Cmp	%	Plc	Cmp	%	Plc	Cmp	%
12040000-Cosmetology and related Personal Grooming Services	18	19	94.74%	15	16	93.75%	26	28	92.86%	59	63	93.65%

*Julie Kennedy asked if there was any further discussion, hearing none Julie moved on to professional development.*

❖ **Professional development of faculty and recommendations**

*Julie Kennedy asked the committee to please take this time to review the professional development opportunities the faculty has attended.*

Canvas, TCCTA, CCCET, Human Trafficking

*Julie Kennedy asked if there was any discussion or recommendation for professional development for staff, hearing none Julie moved to promotion and publicity.*

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

*Julie Kennedy asked the committee to please take time to review the promotion and publicity opportunities the program has done.*

Facebook with 1300 followers

8<sup>th</sup> grade Expo

*Julie Kennedy asked if there was any further discussion, hearing none Julie moved to serving students from special populations.*

❖ **Serving students from special populations:**

*Julie Kennedy asked the committee to please note the federal definitions of special populations listed below.*

*Diana Shipley review the services listed below.*

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; 4 males in cosmetology
  - 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).

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.

*Yubia Gutierrez asked about students speaking another language on the cosmetology floor. Diana Shipley stated that the students are asked to speak in English for general discussion. However, if there anything that the student needs translations or the customer needs a translation then those are exceptions.*

*Julie Kennedy asked the committee if there was any further discussion, hearing none the meeting was adjourned at 5:00pm.*

*Shana Drury thanked the committee for their services.*

Recorder Signature: Tina Dodson 	Date 12-7-2020	Next Meeting: Fall 2021
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