

Advisory Committee Fall 2021 Minutes

Cosmetology

12:00pm – November 1, 2021 – Vernon College, Century City Center

Joe Chat Sumner Conference Room

Members present:

Tammy Carlton, Serenity Salon

Tina Dodson, Salon H2

Misty Diaz, Armstrong McCall

Amanda Akin, RDA

Kelli Hogg, Lookin Good Medi-Spa

Judy Maness, Spa on the Plaza

Brad Rangel

Julie Kennedy

Vernon College faculty/staff:

Angela Ward

Shana Drury

Tracy Catlin

Holly Scheller

Sjohonton Fanner

Harli Adams

Members not present:

Yubia Guterrez

Syd Maldonado

Amanda Nolan

Shana Drury welcomed the committee and began the introductions.

Shana let the committee know that Angela Ward is the new Director of Cosmetology and Barber.

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

Chair: Tammy Carlton

Vice-chair: Judy Maness

Recorder: Tina Dodson

Old Business/Continuing BusinessTammy Carlton

None

New BusinessTammy Carlton

Tammy Carlton began the meeting with new business.

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

Tammy Carlton asked the faculty member, Angela Ward, to review the program outcomes with the committee.

Angela Ward 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 techniques to include curling, blow-drying, and braiding
8. Explain the theory of hair color and demonstrate the application of hair color 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**

Tammy Carlton asked the committee for a motion to approve the program outcomes as presented because there wasn't any questions/discussion.

Kelli Hogg made a motion to approve the program outcomes as presented.

Amanda Akin seconded the motion.

The motion passed and the committee approved the program outcomes as presented.

❖ **Approve assessment methods and results**

Tammy Carlton asked the faculty member, Angela Ward, to explain in more detail the assessment methods and results.

Angela Ward 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 the Milady curriculum for both exams. Students are assessed through pre-exams, post-exams, test-out procedures, and 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.

No discussion ensued. Tammy Carlton asked the committee for a motion to approve the assessment methods as presented.

Judy Maness made a motion to approve the assessment methods as presented.

Misty Diaz seconded the motion.

The motion passed and the committee approved the assessment methods as presented.

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

Tammy Carlton asked the faculty member to please tell the committee about the competency and how the students have performed on the competency.

Angela Ward reviewed the information in the table below.

Program Outcome	Number of students who took a course or licensure exam	Results per student	Use of results
1-9	31	All passed	Identify any red flag areas needing attention

Angela let the committee know this is Vernon Campus and CCC combined.

❖ **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

Tammy Carlton asked the committee for a motion to approve workplace competency as presented.

Kelli Hogg made a motion to approve the workplace competency as presented.

Amanda Akin seconded the motion.

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

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

Tammy Carlton reviewed the information below on the licensing for Cosmetology students.

Angela Ward reviewed the program-specific accreditation below.

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**

Tammy Carlton asked the faculty member to please discuss with the committee the program's curriculum and degree plans for 2022-2023.

Cosmetology Operator, Level 1 Certificate

CIP 12.0401

Instructional Locations - Vernon Campus, Century City Center

Fall Start

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

Major Requirements (30 SH)

* Must successfully complete a minimum of 1000 training hours

Fall

CSME 1401	Orientation to Cosmetology	4
CSME 1310	Introduction to Haircutting and Related Theory	3
CSME 1453	Chemical Reformation and Related Theory	4
LEAD 1100	Workforce Development with Critical Thinking	1
CSME 1248	Principles of Skin Care	2

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
CSME 2410	Advanced Hair Cutting	4

Total Credit Hours: **30**

(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

Total Credit Hours: 20

Course descriptions and learning outcomes are provided as a separate document.

Angela Ward wanted to let the committee know that starting next fall since cosmetology is a one-year certificate program, the program will be going into a 9-month program. The hours will remain the same, just the schedule will be changed up a little bit. This will allow them to take a few more hours in one semester and get finished in the program faster. Also, the instructor curriculum will no longer be here next fall and the state will no longer be issuing an instructor license after this year.

Judy questioned, what will the students do this year that are in the instructor program?

Angela let Judy know that we currently do not have anyone signed up for the instructor course, but it is still available to sign up if the students want to. If any student signs up for this curriculum they will be allowed to finish it out.

Shana said we will most likely leave the instructor license on for another academic year into 2022-2023.

❖ Approve program revisions (if applicable)

Tammy Carlton asked the committee for a motion to approve the program revisions as presented.

Judy Maness made a motion to approve the program revisions as presented.

Kelli Hogg seconded the motion.

The motion passed and the committee approved the program revisions as presented.

❖ **Approve 2021-2022 SCANS, General Education, Program Outcomes, and Institutional Outcome Matrices.**

Tammy Carlton asked the faculty member, Angela Ward, to discuss the following matrices with the committee.

Angela Ward 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.

Program: Cosmetology-Operator									Credential: Certificate of Completion		
Award: Cosmetology Operator Certificate of Completion											
Cip: 12.0401											
LIST OF ALL COURSES REQUIRED AND IDENTIFIED COMPETENCIES											
SCANS COMPETENCIES								Course Number	Course Title		
1	2	3	4	5	6	7	8				
x	x	x	x	x	x	x	x	CSME 1401	Orientation to Cosmetology		
x	x	x	x	x	x	x	x	CSME 1310	Introduction to Haircutting and Related Theory		
x	x	x	x	x	x	x	x	CSME 1451	Artistry of Hair, Theory, and Practice		
x	x	x	x	x	x	x	x	CSME 1443	Manicuring and Related Theory		
x	x	x	x	x	x	x	x	CSME 1248	Principles of Skin Care/Facials and Related Theory		
x	x	x	x	x	x	x	x	CSME 1453	Chemical Reformation and Related Theory		
x	x	x	x	x	x	x	x	CSME 2410	Advanced Haircutting and Related Theory		
x	x	x	x	x	x	x	x	CSME 2401	The Principals of Hair Coloring and Related Theory		
x	x		x	x	x	x		LEAD 1100	Workforce Development with Critical Thinking		
								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			

Program: Cosmetology-Instructor								Credential: Certificate of Completion	
Award: Cosmetology Instructor Certificate of Completion									
Cip: 12.0413									
LIST OF ALL COURSES REQUIRED AND IDENTIFIED COMPETENCIES									
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.

Program: Cosmetology-Operator							Credential: Certificate of Completion
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 1310	Introduction to Haircutting and Related Theory
x	x	x	x		x	CSME 1451	Artistry of Hair, Theory, and Practice
x	x	x	x	x	x	CSME 1443	Manicuring and Related Theory
x	x	x	x	x	x	CSME 1248	Principles of Skin Care/Facials and Related Theory
x	x	x	x	x	x	CSME 1453	Chemical Reformation and Related Theory
x	x	x	x	x	x	CSME 2410	Advanced Haircutting and Related Theory
x	x	x	x	x	x	CSME 2401	The Principals of Hair Coloring and Related Theory
x	x		x	x	x	LEAD 1100	Workforce Development with Critical thinking
				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.							

Program: Cosmetology-Instructor							Credential: Certificate of Completion
Award: Cosmetology Instructor Certificate of Completion							
Cip: 12.0413							
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 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.

Program: Cosmetology										Credential: Certificate of Completion	
Award: Cosmetology Operator Certificate of Completion											
Cip: 12.0401											
LIST OF ALL COURSES REQUIRED AND OUTCOMES											
OUTCOMES									Course Number	Course Title	
1	2	3	4	5	6	7	8	9			
x	x	x	x	x	x	x	x	x	CSME 1401	Orientation to Cosmetology	
x	x	x	x	x	x	x	x	x	CSME 1310	Introduction to Haircutting and Related Theory	
x			x	x	x	x	x	x	CSME 1451	Artistry of Hair, Theory, and Practice	
x	x							x	CSME 1443	Manicuring and Related Theory	
x		x						x	CSME 1248	Principles of Skin Care/Facials and Related Theory	
x			x	x				x	CSME 1453	Chemical Reformation and Related Theory	
x				x	x	x		x	CSME 2410	Advanced Haircutting and Related Theory	
x	x	x	x	x	x	x	x	x	CSME 2401	The Principals of Hair Coloring and Related Theory	
								x	LEAD 1100	Workforce Development with Critical Thinking	
									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 hair color and demonstrate the application of hair color 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 sanitation, disinfection, and safety using universal precautions in accordance with the Texas Dept. of Lic. & Reg.											

Program: Cosmetology-Instructor						Credential: Certificate of Completion	
Award: Cosmetology Instructor Certificate of Completion							
Cip: 12.0413							
LIST OF ALL COURSES REQUIRED AND OUTCOMES							
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 characteristics/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.

Program: Cosmetology									
Award: Cosmetology Operator Certificate of Completion									
Cip: 12.0401									
Credential: Certificate of Completion									
LIST OF ALL COURSES REQUIRED AND OUTCOMES									
OUTCOMES									
1	2	3	4	5	6	7	8	9	General Education Outcomes
x	x	x	x	x	x	x	x	x	1. Critical Thinking Skills
x	x	x	x	x	x	x	x	x	2. Communication Skills
x	x	x	x	x	x	x	x	x	3. Empirical and Quantitative Skills
x	x	x	x	x	x	x	x	x	4. Teamwork
x	x	x	x	x	x	x	x	x	5. Social Responsibility
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 hair color and demonstrate the application of hair color 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 sanitation, disinfection, and safety using universal precautions in accordance with the Texas Dept. of Lic. & Reg.

Program: Cosmetology-Instructor					Credential: Certificate of Completion
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 characteristics/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.

Tammy Carlton opened the floor for discussion and recommendations. Hearing none, Tammy asked the committee for a motion to approve the matrices as presented.
Amanda Akin made a motion to approve the matrices as presented.
Kelly Hogg seconded the motion.

The motion passed and the committee approved the matrices as presented.

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

Tammy Carlton asked the faculty member, Angela Ward, to discuss the following information with the committee.

Angela reviewed the following information with the committee.

- Program Statistics:
 - Graduates 2020-2021: VC 12/ CCC 19
 - Enrollment Summer 2021: VC 0/ CCC 3
 - Majors Fall 2021-2022: 8 VC, 22 CCC

Kelly asked if there are still a majority of students interested in facials since she saw a big interest the last year when the students visited her salon.

Angela said yes especially on the CCC campus, they do get a lot of facial services. They probably see 5-10 facial services per day. With this being a fairly common procedure, the students may not come in wanting to do skincare but leave with a better understanding and willingness to do skincare.

Tammy Carlton questioned about the testing being too easy or easier than it used to be because all of our students passed?

Angela answered Tammy's question. It's 900 hours for them to take the written test, so Angela makes the students take the written test before they leave Vernon College and pass the test. They take that written test as a test grade, this is the hardest part. The written test has a 54% pass rate for the state and the practical has a 92% pass rate for the state. We just focus on the theory of the written test. Along with the students taking the written test on campus, if by chance, they do not pass it, we make them retest within the next week. If they fail the written test, there is a printout of what they missed so we go over that portion with them and focus on their problem areas.

Tammy asked if the students are having a hard time with scheduling testing?

Angela said they are. The practical test is harder to schedule. The inspector told Angela there just aren't any locations available and they are looking into opening a facility in Wichita Falls. This would open up a practical site here. Usually, if they need a test done and they aren't finding a location open, we call them and let them know we have a student who needs to test by this date and they get a spot open.

Judy asked how far ahead are they having to schedule out? Angela said if they want to wait for something to open closer to them it's taking about 2-3 weeks, but if they are willing to drive they can get the test taken within the week of completing hours at the school.

❖ **Local Demand**

Shana Drury asked the committee members about local demand. As a business that hires, how many positions have you onboarded in the last year? How many positions do you have available? Is this program still viable and needed in the local workforce?

Tammy Carlton has stated that she has hired 3 new in the last year and has had around 40 transfers around her business. She does have one room open though and it holds 2-3 stylists. She is having difficulty finding a massage therapist.

Misty Diaz has 3 hires this year and 2 are new licensures.

Amanda Akin is looking to hire 1-2 hairstylists.

Judy has hired one this year and is currently full.

Kelly has not hired in the last year but she is looking to hire possibly one now. Kelly is commission but would start hourly and build up. She stated most of Wichita Falls is booth rent so it is hard to find someone.

Tammy stated it's hard with no new clientele when you have booths available to rent and have that room to bring in new clients.

Judy added if the new staff are open to added training, this will help them tremendously but most do not realize this.

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

Tammy Carlton 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:

- 25 new salon stations for CCC
- 16 new salon stations for VC
- 30 new Rollabouts
- 16 salon chair Mq. stands for VC
- 25 salon chair Mq. Stands for CCC

Tammy Carlton 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, 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 Dittmore, jdittmore@vernoncollege.edu.”

Placement Rate of Program Completers by Reporting Year [1]												
Program	2016-2017			2017-2018			2018-2019			3-Year Average		
	Plc	Cmp	%	Plc	Cmp	%	Plc	Cmp	%	Plc	Cmp	%
12040000-Cosmetology and related Personal Grooming Services	15	16	93.75%	26	28	92.86%	22	22	100%	63	66	95.45%

Tammy Carlton asked if there was any further discussion, hearing none Tammy moved on to professional development.

❖ **Professional development of faculty and recommendations**

Tammy Carlton asked the committee to please take this time to review the professional development opportunities the faculty have attended.

Canvas, TCCTA, CCCET, Human Trafficking, and Toni and Guy haircutting academy

Tammy Carlton 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 business and industry**

Tammy Carlton asked the committee to please take time to review the promotion and publicity opportunities the program has done.

- 8th-grade expo for WFISD
- Barwise career fair
- CEC senior career fair
- Archer City High School career day
- Abilene High School expo
- Facebook with over 1500 followers
- High School Tours
- CTE Navigator

Tammy Carlton asked if there was any further discussion, hearing none Tammy moved to serving students from special populations.

❖ **Serving students from special populations:**

Tammy Carlton asked the committee to please note the federal definitions of special populations listed below.

Angela Ward review the services listed 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;³
 - b. Individuals from economically disadvantaged families, including low-income youth and adults;

- c. Individuals preparing for nontraditional fields: male/female ratio 3 males in cosmetology
- d. Single parents, including single pregnant women; 10
- e. Out-of-workforce individuals;
- f. English learners; 4
- 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).

Judy asked how the students were in class during COVID and how they progressed or regressed because of not being able to do hands-on learning.

Angela said that we were only out maybe 4-5 weeks and then certain programs, including cosmetology and barber, brought the students back in very small groups to continue hands-on.

❖ **Comprehensive Local Needs Assessment (Discussion led by Shana Drury):**

-Living Wage


Occupational Code	Occupation	Prevailing Hourly Wage	Prevailing Annual Wage
39-5012	Hairdressers, Hairstylists, and Cosmetologists		\$18,762

Shana Drury went through a list of questions regarding the CLNA and access to Vernon College for all participants, not just cosmetology students. Discussion ensued about access, marketing, and new occupations/training needs.

Tammy Carlton asked the committee if there was any further discussion, hearing nothing he moved on the adjourn the meeting.

Shana Drury thanked the committee for their attendance

Tammy Carlton adjourned the meeting at 1:00 pm.

Recorder Signature: 	Date: 1-26-2022	Next Meeting: Fall 2022
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