

Advisory Committee Minutes Fall 2019
Cosmetology
Vernon College, Century City Center Room 115
Monday, November 11, 2019 at 12:00pm

Kelly Hogg - Chair
Julie Kennedy - Vice Chair
Amanda Akin - Recorder

Members Present:

Amanda Akin, RDA Sales
Tammy Carlton, Owner/Stylist, Serenity Salon
Misty Diaz, Stylist, Armstrong McCall
Tina Dodson, Stylist, Salon H2
Yubia Gutierrez, Owner/Stylist, The Beauty Lounge
Kelly Hogg, Owner/Stylist, Lookin Good Medi-Spa
Julie Kennedy, Stylist/Owner, JAKs Society Salon
Judy Maness, Owner/Instructor, Spa on the Plaza

Faculty and Staff Present:

Shana Drury
Chelsey Henry
Holly Scheller
Diana Shipley
Mollie Williams
Elisha Wehrwein

Members Not Present:

Hewitt Cox
Cindy Murillo
Brad Rangel

Kelly Hogg began discussing new business since there was no old business.

Program outcomes, assessment methods/results, and workplace competency

Program Outcomes:

Kelly Hogg asked the faculty member, Mrs. Diana Shipley, to review the program outcomes with the committee.

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.

*Kelly Hogg asked for a motion to approve the program outcomes as presented.
Julie Kennedy made a motion to approve the program outcomes as presented.
Tammy Carlton seconded the motion.*

No discussion. The motion to approve the program outcomes as presented passed.

Assessment Methods and Results:

Kelly Hogg asked the faculty member, Mrs. Diana Shipley, to please review the assessment methods and results.

Program Outcomes are assessed by a monthly practical. Each service is assessed on quality of service (technical and finish), efficient use of time, professional appearance. A written test is given after each chapter of theory and a final test is given at the end of each course. During the course of the program two state practical exams are given following the guidelines given by PSI (TDLR state testing agency) Upon successful completion of the course students must pass the state licensure written and practical exams. The written exam must be passed before students are allowed to take the practical.

*Kelly Hogg asked for a motion to approve the assessment method as presented.
Amanda Akin made a motion to approve the assessment methods as presented
Tammy Carlton seconded the motion*

There was no discussion. The motion has passed we will approve the assessment methods as presented

Workplace Competency:

The workplace competencies map back to the program outcomes and how the students are able to demonstrate all program outcomes. Will the faculty member please tell us about the competency and how the students have performed on the competency?

Mrs. Shipley reported from the table below on workplace competencies.

Program Outcome	Number of students who took course or licensure exam	Results per student	Use of results
1-9	27 (9-2017-8-2019)	27 - passed	See attached TDLR Report

*Kelly Hogg asked for a motion to approve the workplace competencies as presented.
Julie Kennedy made a motion to approve the workplace competencies as presented.
Tammy Carlton seconded the motion.
There was no discussion. The motion passed to approve the workplace competencies as presented.*

Review program curriculum/courses/degree plans:

Mrs. Shipley informed the committee of a meeting with TDLR coming up in a couple of weeks. During that meeting TDLR may make changes to the curriculum. More information to be presented at a later date.

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)

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

Verification of Workplace Competencies:

Texas Department of Licensing and Regulations 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)

<u>CSME 1401</u>	Orientation to Cosmetology	4
<u>CSME 1405</u>	Fundamentals of Cosmetology	4
<u>CSME 1451</u>	Artistry of Hair, Theory and Practice	4

<u>CSME 1543</u>	Manicuring and Related Theory	5
<u>CSME 1547</u>	Principles of Skin Care/Facials and Related Theory	5
<u>CSME 1553</u>	Chemical Reformation and Related Theory	5
<u>CSME 2250</u>	Preparation for the State Licensing Written Examination	2
<u>CSME 2251</u>	Preparation for the State Licensing Practical Examination	2
<u>CSME 2310</u>	Advanced Haircutting and Related Theory	3
<u>CSME 2343</u>	Salon Development	3
<u>CSME 2501</u>	The Principles of Hair Coloring and Related Theory	5
	Total Credit Hours:	42

Verification of Workplace Competencies:

Texas Department of Licensing and Regulations Written and Practical Examinations

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.

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.

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.

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.

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.

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.

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

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.

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.

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.

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.

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.

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.

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.

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.

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

Approve program revisions (if applicable):

The requirements for licensing has been reduced from 1500 clock hours to 1000 clock hours. The law will be implemented early 2020.

Kelly Hogg asked for a motion to approve the program revisions as presented.

Amanda Akin made a motion to approve the program revisions as presented.

Misty Diaz seconded the motion.

With no discussion. The motion to approve the program revisions as presented passed.

Review Secretary's Commission on Achieving Necessary Skills (SCANS), General Education, and Program Outcome Matrices

Kelly Hogg asked the faculty member, Mrs. Diana Shipley, to review the matrices presented below.

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-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										

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		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											

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-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: 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 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.

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-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 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.		

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	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.											

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-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 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.					

Program: Cosmetology										Credential: Certificate of Completion
Award: Cosmetology Operator										
Certificate of Completion										
Cip: 12.0401										
LIST OF ALL COURSES REQUIRED AND OUTCOMES										
OUTCOMES										General Education Outcomes
1	2	3	4	5	6	7	8	9		
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	3. Empirical and Quantitative Skills: Students will demonstrate applications of scientific and mathematical concepts.	
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	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	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.
--

Kelly Hogg opened the floor for discussion and recommendations.

With no discussion Kelly Hogg asked for a motion to approve all matrices as presented.

Julie Kennedy made a motion to approve all matrices as presented.

Tammy Carlton seconded the motion.

The motion to approve the matrices as presented passed.

Program statistics:

Graduates, current majors, current enrollment

- **Program Statistics:**

- Graduates 2018-2019: Combined total of 30 students receive licenses from the state of Texas.
- Enrollment Summer 2019: new students: 2 students and 2 Instructor students at CCC and 0 students and 1 Instructor student in Vernon
- Majors Fall 2019-2020: (Operator, Instructor.)
- Enrollment Fall 2019: 17 students and 1 Instructor student at CCC and 4 students and 1 Instructor student at Vernon.

Local Demand

Kelly Hogg, believes that there is always a need in this market, however she only has one opening at the current time and it would be on commission.

Judy Maness mention they probably had 3 spots open. 2 hair dressers and 1 lash artists, with a booth rent situation so they would need to be available for customers. Possibly on commission until they get their clients established.

Tammy Carlton shared there maybe one opening for commission after the first of the year but no booth rent spaces right now. However, with a new addition we do have studios available

Misty Diaz mentioned that retail store is looking for someone licensed or a student.

Amanda Akin announced RDA is fully staffed but people are making contact every single day looking for stylist.

Yubia Gutierrez has a few openings for booth rent but she will do commissions in the beginning. She is very impressed with the professionalism and work ethic of Vernon College students.

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

Kelly Hogg asked if everyone had a chance to tour the facilities and labs. She also asked the committee or the faculty had any requests for facilities, equipment, or technology.

There was a request for more lighting for facials and eyelash area, possibly a ring light.

Mrs. Shipley announced that they did get some new equipment this year:

- 2 - Instructor Podium
- 2 - electrical facial beds
- 1 - facial machine

External learning experiences, employment, and placement opportunities

Kelly Hogg asked if the faculty member would like to review the following information with the committee.

Curriculum summit, PSI training

*Due to Perkins transition this is the most recent report

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

Kelly Hogg asked if there was any discussion or recommendations. There was a lot of discussion on the use of social media to help the students increase their clients and abilities to get their names out in the public. The committee discussed how to take those photos and help the students learn to pay attention to the backgrounds of their photos.

Professional development of faculty and recommendations

Kelly Hogg asked the committee to take time to review the professional development opportunities of the faculty has taken or will take advantage of.

Mrs. Shipley announced that she attended the following training:

- TDLR curriculum training (Diana, Angela, and Elisha)
- Cosmetology Advisory Board meeting
- Toni and Guy Haircutting Academy (Angela and Elisha)
- TCCTA – The Community College Teachers Association
- CCCTA – Cosmetology Community College Teachers Association

Kelly Hogg asked if the committee had any discussion or recommendations for professional development for the staff.

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

Facebook promotion
Canned Food Drive
Fantasy Hair Show at the MPEC
Burkburnett Career Day
8th Grade Expo
Vernon Preview Day (200 students)

Kelly Hogg asked if anyone would like to add to the discussion publicity and promotion

Serving students from special populations:

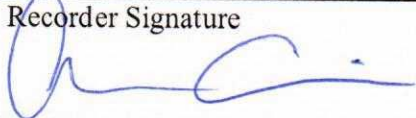
Kelly Hogg announced, please note the definition of special populations below.

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; Graduated one male at CCC one male VC summer sem., will graduate one male Fall VC
 - d. Single parents, including single pregnant women; one CCC
 - 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. a. is a member of the armed forces (as such term is defined in section 101(a)(4) of title 10, United States Code);
 - ii. b. is on active duty (as such term is defined in section 101(d)(1) of such title).

Kelly Hogg opened the meeting up for further discussion at this time. With none being stated a motion was made to adjourn.

Julie Kennedy made the motion to adjourn.

Adjourn

Recorder Signature 	Date 7/1/20	Next Meeting: Fall 2020
---	----------------	-------------------------