

Advisory Committee Annual Fall Meeting Minutes  
VERNON COLLEGE COSMETOLOGY

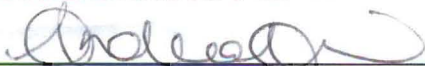
CHAIRPERSON: Missy Duffle	MEETING DATE: December 17, 2012	MEETING PLACE: Century City
RECORDER: Andrea Albin	MEETING TIME 12:00pm	PREVIOUS MEETING: December 12, 2011

MEMBERS PRESENT:	MEMBERS ABSENT:	OTHERS PRESENT:
Name, Title, Company	Name, Title, Company	Name, Title, Company
Amy Johnson Stylist Olney, TX	Mary Cape Stylist Vernon, TX	Shana Munson Assoc. Dean of Career & Technology Education
Jan King Stylist/Owner Vernon, TX	Marly Smith Barber Wichita Falls, TX	Sharon Winn Asst. to Dean of Instructional Services
Andrea Albin Stylist Owner Burkburnett, TX	Mario Guerrero Barber Wichita Falls, TX	Paula Brogdon Instructor Cosmetology CC
Sabra Woods Stylist Wichita Falls		Darlene Kajs Director of Cosmetology
Tommy Gonzalez Stylist Wichita Falls		Diana Shipley Instructor of Cosmetology Vernon
Missy Duffle Owner of Armstrong McCall Sales Distributor		Mark Holcomb Division Chair Information and Technology
Jay Don Wells Owner stylist/barber Frederick, OK		Gary Don Harkey Dean of Instructional Services
Gina Seedig Owner/Stylist Vernon, TX		

Agenda Item	Action, Discussion, or Information	Responsibility
Welcome and Introductions	Information	Darlene Kajs
Elect Chair and Recorder	Missy Duffle Chair Andrea Albin Recorder	Darlene Kajs
Reading of Previous Minutes	Approved as read	Missy Duffle
Old Business:		Missy Duffle
5 Year Evaluation	Program is doing good No recommendations for change	Darlene Kajs Shana Munson
Credit Hour Program	Course completion instead of clock	Darlene Kajs

Agenda Item	Action, Discussion, or Information	Responsibility
	hours. Credit hour program helped with financial aid	
Accuplacer exam	Specifically designed for cosmetology Top scores are accepted into the program	Darlene Kajs
New Business:		Chair
Program statistics: Graduates,	17 Graduates for Century City 8 Graduates for Vernon campus, Note: 4 from Oklahoma	Darlene Kajs
Enrollment	Fall 16 Week & Fall II: Century City: 27 students 2 refresher students Vernon Campus: 24	Darlene Kajs
Scholarships	Susie Koch CC Petrina Johnson Vernon	Darlene Kajs
Capstone Experience	97 % practical exams 73 % for written	Darlene Kajs
Program Revisions	<p>No practical applications required by TDLR. Vernon College Cosmetology will continue to require practical applications</p> <p>More training is required by Vernon College Cosmetology before students start to work on clients Approximately 10 to 11 weeks</p> <p>New Milady Textbook for Fall 2012</p> <p>Super Salon Software from the Vernon College Foundation Grant</p> <p>On-line courses for the theory portion of all courses have been approved by TDLR. A TDLR work group is working on the curriculum at the present time</p>	Darlene Kajs Diana Shipley Paul Brogdon
Evaluation of facilities, equipment, and technology	Labs are in good condition needing minimal repairs. The Century City facility is limited on space. Plans are being discussed to enlarge the Century City facility. Equipment replacement is 4 color processors at both locations. Student computers in the class rooms are also being replaced..	Darlene Kajs
Advice on selection and acquisition of new equipment and technology	New equipment for Fall 2013. Replace styling chairs or stations as	Darlene Kajs

Agenda Item	Action, Discussion, or Information	Responsibility
	funds permit	
External learning experiences, employment, and placement opportunities	Seniors tour of area salons Special educators: Nylynn Cosmetics; facials Brenda Webb; Haircuts Crystal Fleeks; Hair Extensions and chemical relaxers Jan Gogdon; Wella Educator Jay Don Wells; barber cuts Tommy Gonzalez; barber cuts CC Farouk fall trends Schwarzkopf color & cuts Sr. students & Kajs	Darlene Kajs Paula Bogdon Wichita Falls Diana Shipley Altus, Ok
Promotion and publicity about the program to the community and to business and industry	Publicity in area papers School Back Pack Event, Vernon (free haircuts for kids) Locks of Love Boys & Girls Clubs (free manicures) Posters Sikes Center Military Spouse Appreciation Day Group Homes (free haircuts) Texoma Christian Center (min-manicures) Radio ads in Vernon & Altus Cosmetology Facebook Chanel 6 TV VHS Family Event Women's First Step <b>Recruitment:</b> Vernon High School (6 area high schools) Frederick, OK Great Plains College Day Knox County College Day Sophomore Round-up CC Guy's Night Out CC Specials each month Retail specials each month	Darlene Kajs
Professional development of faculty	Wella training for instructors 2 days Aquage hands on haircuts, styling Brogdon & Shipley Super Salon Software training for instructors and lab assistants TDLR Advisory Board Meetings in Austin; Kajs TCCTA Convention in Houston: Kajs Schwartzkoph hands on class all instructors Johnny B cutting class all students and instructors	Darlene Kajs

Agenda Item	Action, Discussion, or Information	Responsibility
Course description/outcomes	Explained outcomes	Shana Munson
Needs of students from special populations and gender equity	Non-traditional students are pictured in publicity articles when possible Guy's Night Out at CC Demonstrations by Men for class Jay Don Wells suggested offering the barber program. In addition to the cosmetology program.	Darlene Kajs
<b>Adjourn</b>	Action 1:20 pm	Missy Duffel
RECORDER SIGNATURE: 	DATE: 2/8/13	NEXT MEETING: Program updates will be sent to committee members in spring 2012; next meeting will be fall 2012.



## Cosmetology

### A. Student Learning Outcomes:

#### **Cosmetologist or Operator**

On completion of the Cosmetology program the student will have acquired hair styling and cutting skills, interpersonal communications skills, strong work ethics and skilled at providing other services such as shampooing, coloring hair, manicures, pedicures, scalp and facial treatments: providing makeup analysis: and cleaning and styling wigs and hairpieces. With these skills the student will pass the T.D.L R. practical and written examination which leads to a cosmetology license.

#### **Student Instructor**

On the completion of the student instructor program the student will have developed strong interpersonal communication skills: direct student activities; compile and demonstrate cosmetology theory and demonstrative lesson plans; identify the rules and regulations of the Texas Department of Rules and Regulations. These skills will allow the student to pass the T.D.L.R. examination and receive a nail technician license.

The student learner outcomes are designed to enable the student to pass the Texas Department of Licensing and Regulation written and practical examination which will give them a license to practice cosmetology in a licensed salon or teach cosmetology in a licensed cosmetology school. The courses outlines and syllabi which include the outcomes of each course are review by the Cosmetology Advisory board and the faculty yearly. Changes were not made since the curriculum and course description have remained the same.

Last update: 01/2010

Dec 2012

## STUDENT LEARNER OUTCOMES

### COSMETOLOGY OPERATOR PROGRAM

1. Display the principles that contribute to personal and professional success including a professional image
2. Demonstrate ethical conduct in all activities related to cosmetology services and the work place
3. Identify the importance of effective communication and conduct a successful client consultation
4. Identify the Texas state laws and rules, Universal Precautions, and the responsibility as a salon professional
5. Project the principles of managing time as an individual and as a team player
6. Employ the procedures for collecting payments for services rendered and initiate the scheduling of clients
7. Identify and employ the general sciences of Cosmetology that includes infection control; skin structure, its disorders/diseases; nail structure, growth and its disorders/diseases; properties of hair and scalp; basic chemistry; and basic electricity
8. Demonstrate hair design in relation to facial shapes and haircuts
9. Identify terminology and exhibit work place competencies related to advanced haircutting and finishing techniques
10. Demonstrate workplace competencies that pertain to manicuring, pedicuring, and the massage techniques for each
11. Demonstrate the different procedures for facial services
12. Demonstrate the different chemical applications performed in a salon

These skills will allow the student to pass the Texas Department of Licensing Regulations written and practical examination.

## STUDENT LEARNER OUTCOMES

### COSMETOLOGY INSTRUCTOR PROGRAM

1. Demonstrate the basic workplace competency skills required to foster and provide education and training for the beginning cosmetology student
2. Explain teaching methodologies and lesson plan development
3. Identify rules and regulations of the school, department and state
4. Explain knowledge and communication skills that are both necessary components of effective teaching in order to manage beginning students
5. Project a professional behavior by teachers and explain the value of recognizing students as individuals
6. Describe and explain the 5-step teaching plan
7. Explain the different methods of teaching between student centered and teacher centered
8. Exhibit the appropriate use of textbooks, workbooks, project sheets, instruction sheets, and other instructional aids
9. Develop and present lesson plans and evaluation techniques used in a cosmetology program
10. Explain the differences between objective and subjective test questions and explain the necessity of performance tests in the cosmetology profession
11. Explain the responsibilities of teachers as classroom managers and the procedures for disruptive students who demonstrate serious behavioral problems
12. List the positive and negative teacher behaviors and attitudes that effect student learning and the reflection on students
13. Explain the importance of self-evaluation for teachers and the role of cosmetology educators in the future of the cosmetology profession

These skills will allow the student to pass the Texas Department of Licensing Regulation written examination and the teacher lesson plan presentation examination.