



www.vernoncollege.edu

Vernon Campus
4400 College Drive
Vernon, TX 76384
940.552.6291

Century City Center
4105 Maplewood Ave.
Wichita Falls, TX 76308
940.696.8752

Skills Training Center
2813 Central Expressway E
Wichita Falls, TX 76302 940.766.3369

Seymour Learning Center
200 Stadium Drive
Seymour, TX 76380
940.889.3133

March 12, 2020

Dr. Belle Wheelan, President
Southern Association of Colleges and Schools
Commission on Colleges
1866 Southern Lane
Decatur, GA 30033

Dr. Wheelan,

Vernon College (VC) cordially submits a Substantive Change regarding the Certificate of Completion in Cosmetology. VC is approved to offer Certificates of Completion, Associate of Arts, Associate of Science, Associate of Arts in Teaching, and Associate of Applied Science degrees 2019 Reaffirmation of Accreditation.

The Cosmetology program is not only under SACSCOC rules and regulations, but also accredited/licensed by the Texas Department of Licensing and Regulation (TDLR). During the Texas 2019 legislative session, House Bill 2847 was signed into law mandating a decrease in the required number of clock hours for a student to be eligible to take the TDLR Licensing/Credentialing exam effective September 1, 2020. As a result, programs teaching 1500 clock hours must reduce to a minimum of 1000 clock hours.

Vernon College supplies, equipment, and facilities remain the same for the Cosmetology program. Student support services, operational, and managerial resources also remain the same.

Thank you for reviewing this Substantive Change. Should you have any questions, please contact Betsy Harkey, Director of Institutional Effectiveness/SACSCOC Liaison at bharkey@vernoncollege.edu or (940) 552-6291 ext 2334.

Respectfully,

Dr. Dusty R. Johnston
President

Vernon College Modified Prospectus Substantive Change for Cosmetology

During the 2019 Texas legislative session, House Bill 2847 was signed into law mandating a decrease in the required number of clock hours for a student to be eligible to take the TDLR Licensing/Credentialing exam effective September 1, 2020. Vernon College offered a 42 semester credit hour (minimum 1500 clock hour) program in Cosmetology before legislation changed the law. With the approval of this substantive change, Cosmetology will move to a 30 semester credit hour (minimum 1000 clock hour) program. This results in more than a 25% decrease in semester credit hours.

Per Texas Administrative Code, Chapter 16, 83.120(a), the law mandates the following categories for Cosmetology: 800 clock hours in hair care, 100 hours in nail care, and 100 hours in skin care. It is up to the discretion of the college what courses will provide the most efficient use of time and supply the most effective student learning outcomes and curriculum. TDLR awards students 37.5 clock hours per semester credit hour. For example, students graduating from Vernon College will be awarded 1125 clock hours (30 SCH x 37.5 hr = 1125) which permits the student to be eligible to take the licensure exam.

All current faculty will stay on staff. All supplies, equipment, and facilities will continue to exist for the program. All student support services, operational, and managerial resources will continue at Vernon College. Oversight of the program will not change and remain in the hands of the Director of Cosmetology and Dean of Instructional Services. None of the above services will diminish in any way with the mandate of decreased clock hours.

Per the charts below, student learning outcomes are dictated by the Texas Higher Education Coordinating Board Workforce Education Course Manual (WECM). Program outcomes and assessment activities will remain intact. In essence, the only change is the number of clock hours awarded by TDLR and the number of semester credit hours awarded by the college.

Curriculum was reviewed and approved by the following internal and external entities:

Cosmetology Advisory Committee, February 17, 2020
Vernon College, Academic Council, February 21, 2020
Vernon College, College Effectiveness, February 28, 2020
Texas Higher Education Coordinating Board, February 21, 2020
Vernon College, Board of Trustees, March 11, 2020

Program	Before law change-clock hrs	After law change-clock hrs	Before law change-SCH	After law change-SCH
Cosmetology	1500	1000	42	30

Before TDLR and legislative mandates: Curriculum outline and student learning outcomes (SLO) are as follows for each course. These are the minimum student learning outcomes as dictated by the THECB Workforce Education Course Manual (WECM).

Cosmetology

Level 1 Certificate

CIP 12.0401

Instructional Locations: Vernon Campus, Century City Center

Course number	Course title	SCH
CSME 1401	Orientation to Cosmetology	4
CSME 1405	Fundamentals of Cosmetology	4
CSME 1451	Artistry of Hair, Theory & Practice	4
CSME 1543	Manicuring & Related Theory	5
CSME 1547	Principles of Skin Care/Facials & Related Theory	5
CMSE 1553	Chemical Reformation and Related Theory	5
CSME 2250	Preparation for the State Licensing Written Examination	2
CSME 2251	Preparation for the State Licensing Practical Examination	2
CSME 2310	Advanced Haircutting and Related Theory	3
CSME 2343	Salon Development	3
CSME 2501	Principles of Hair Coloring & Related Theory	5
	Total Credit Hours:	42

Course Number and Title	Student Learning Outcomes
CSME 1401 Orientation to Cosmetology	<ul style="list-style-type: none"> • Demonstrate introductory skills • Professional ethics • Safety and sanitation • Explain the laws and rules of the state
CSME 1405 Fundamentals of Cosmetology	<ul style="list-style-type: none"> • 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 & Practice	<ul style="list-style-type: none"> • Practice basic competencies related to the artistry of hair design • Demonstrate use of tools • Exhibit basic manipulative skills

	<ul style="list-style-type: none"> • Follow safety and sanitation laws and rules according to the state licensing agency
CSME 1543 Manicuring & Related Theory	<ul style="list-style-type: none"> • 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 • Exhibit workplace competencies in nail services
CSME 1547 Principles of Skin Care/Facials & Related Theory	<ul style="list-style-type: none"> • 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 • Exhibit workplace competencies in skin care and cosmetics
CSME 1553 Chemical Reformation and Related Theory	<ul style="list-style-type: none"> • Define terminology related to chemical reformation • Follow safety and sanitation laws and rules according to the state licensing agency • Exhibit workplace competencies related to chemical reformation
CSME 2250 Preparation for the State Licensing Written Examination	<ul style="list-style-type: none"> • Review the required skills for the state licensing written examination • Identify safety and sanitation according to the laws and rules of the state licensing agency
CSME 2251 Preparation for the State Licensing Practical Examination	<ul style="list-style-type: none"> • Demonstrate the required skills for the state licensing practical examination • Practice safety and sanitation according to the laws and rules of the state licensing agency
CSME 2310 Advanced Haircutting and Related Theory	<ul style="list-style-type: none"> • Utilize correct terminology related to advanced haircutting techniques • Demonstrate work place competencies related to advanced haircutting techniques
CSME 2343 Salon Development	<ul style="list-style-type: none"> • Create a salon portfolio or business plan • Demonstrate organizational skills related to salon operation and management
CSME 2501 Principles of Hair Coloring & Related Theory	<ul style="list-style-type: none"> • Define terminology • Demonstrate hair color application • Practice safety and sanitation according to the laws and rules of the state licensing agency • Practice workplace competencies related to hair color

Verification of Workplace Competencies:

Credentialing Examination – TDLR Licensing Written and Practical Examinations

After TDLR and legislative mandates: Curriculum outline and student learning outcomes (SLO) are as follows for each course. These are the minimum student learning outcomes as dictated by the THECB Workforce Education Course Manual (WECM).

Cosmetology

Level 1 Certificate

CIP 12.0401

Instructional Locations: Vernon Campus, Century City Center

Course number	Course title	SCH
CSME 1401	Orientation to Cosmetology	4
CSME 1410	Introduction to Haircutting & Related Theory	4
CMSE 1453	Chemical Reformation and Related Theory	4
CSME 2401	Principles of Hair Coloring & Related Theory	4
CSME 1443	Manicuring & Related Theory	4
CSME 1451	Artistry of Hair, Theory & Practice	4
CSME 2410	Advanced Haircutting and Related Theory	4
CSME 1248	Principles of Skin Care	2
	Total Credit Hours:	30

Course Number and Title	Student Learning Outcomes
CSME 1401 Orientation to Cosmetology	<ul style="list-style-type: none"> • Demonstrate introductory skills • Professional ethics • Safety and sanitation • Explain the laws and rules of the state
CSME 1410 Introduction to Haircutting and Related Theory	<ul style="list-style-type: none"> • Define terminology • Practice basic workplace competencies related to haircutting and finishing techniques • Demonstrate use of implements, sectioning, haircutting, and finishing skills
CSME 1453 Chemical Reformation and Related Theory	<ul style="list-style-type: none"> • Define terminology related to chemical reformation • Follow safety and sanitation laws and rules according to the state licensing agency • Exhibit workplace competencies related to chemical reformation
CSME 2401 Principles of Hair Coloring & Related Theory	<ul style="list-style-type: none"> • Define terminology • Demonstrate hair color application

	<ul style="list-style-type: none"> • Practice safety and sanitation according to the laws and rules of the state licensing agency • Practice workplace competencies related to hair color
CSME 1443 Manicuring & Related Theory	<ul style="list-style-type: none"> • 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 • Exhibit workplace competencies in nail services
CSME 1451 Artistry of Hair, Theory & Practice	<ul style="list-style-type: none"> • Practice basic competencies related to the artistry of hair design • Demonstrate use of tools • Exhibit basic manipulative skills • Follow safety and sanitation laws and rules according to the state licensing agency
CSME 2410 Advanced Haircutting and Related Theory	<ul style="list-style-type: none"> • Utilize correct terminology related to advanced haircutting techniques • Demonstrate work place competencies related to advanced haircutting techniques
CSME 1248 Principles of Skin Care	<ul style="list-style-type: none"> • Define terminology related to skin care treatments • Demonstrate skin care procedures • Practice safety and sanitation according to the laws and rules of the state licensing agency • Exhibit workplace competencies in skin care

Verification of Workplace Competencies:

Credentialing Examination – TDLR Licensing Written and Practical Examinations
