


Advisory Committee Annual Fall Meeting Minutes
VERNON COLLEGE COSMETOLOGY

CHAIRPERSON: Dan Bryant	MEETING DATE: December 12, 2011	MEETING PLACE: Century City
RECORDER: Amy Johnson	MEETING TIME: 12:00pm	PREVIOUS MEETING: December 13, 2010

MEMBERS PRESENT:	MEMBERS ABSENT:	OTHERS PRESENT:
Name, Title, Company	Name, Title, Company	Name, Title, Company
Marly Smith Stylist Gino Moreno Enterprises SAFB	Tori Sheen Stylist Parizian	Shana Munson Assoc. Dean of Career & Technology Education
Mario Guerrero Barber/Owner Mario & Dora's Barber & Beauty Shop	Salina Bernal Stylist Tangles	Sharon Winn Asst. to Dean of Instructional Services
Amy Johnson Stylist/ Self-Employed	Crystal Mandrell Stylist, Self-Employed	Paula Brogdon Instructor Cosmetology CC
Rosalind Nicholas Stylist/Owner	James Duncan Stylist/Owner	Darlene Kajs Director of Cosmetology
Dan Bryant Supply Distributor Owner RDA	Brenda Haynes Stylist Owner	
Sabra Wood, Stylist, Mode Hair Utopia	Veronica Gallegoes Stylist/Owner	

Agenda Item	Action, Discussion, or Information	Responsibility
Welcome and Introductions	Information	Darlene Kajs
Elect Chair and Recorder	Dan Bryant Chair Amy Johnson Recorder	Darlene Kajs
Reading of Previous Minutes	Approved as read	Dan Bryant
Old Business:		Dan Bryant
Status of haircutting course	Toni & Guy hair cutting techniques were implemented into the program. Revisions are still being made	Darlene Kajs Paula Brogdon
Retail Sales	Implemented into the program. Students are retailing, it is slow. Each month a special on a retail product is offered	Darlene Kajs
Associate Degree	Discussed possibility. Not recommended at this time.	Darlene Kajs Shana Munson

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New Business:		Chair
Program statistics: Graduates,	17 Graduates for Century City 15 Graduates for Vernon campus, Note: 9 from Oklahoma	Darlene Kajs
Enrollment	Fall 16 Week & Fall II: Century City: 28 students Vernon Campus: 25	Darlene Kajs
Revenue	Vernon Campus: \$21,221.83 Century City: \$35,222.97	Darlene Kajs
Capstone Experience	100% practical exams 92.65% for written	Darlene Kajs
Workplace competencies	Reviewed and discussed	Darlene Kajs Shana Munson Sharon Winn
Evaluation of facilities, equipment, and technology	Labs are in good condition needing minimal repairs. Equipment replaced was a facial machine for Vernon and a facial chair for Century City. Computer programs were updated. Entrance to classroom from lab has been completed allowing more room for pedicures and manicures at CC.	Darlene Kajs
Advice on selection and acquisition of new equipment and technology	New equipment for Fall 2012. Replace hood dryers/chairs with hair treatment accelerators/processors on stands.	Darlene Kajs
External learning experiences, employment, and placement opportunities	Seniors tour area salons Special educators: Nylynn Cosmetics; facials Brenda Webb: Haircuts Crystal Fleeks: Hair Extensions	Darlene Kajs
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) Brochures picture of male and female	Darlene Kajs
Professional development of faculty	Hands-on barber Class Jan 2011 Blackboard training Toni & Guy Teaching Techniques Oct. 2011 Farouk Hair Color May 2011 TCCTA Convention March 2012 TDLR Advisory Board Meetings	Darlene Kajs

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Needs of students from special populations and gender equity	Non-traditional students are pictured in publicity articles when possible	Darlene Kajs
Curriculum Decisions:	It has been approved to use the time clock or academic hours for the Cosmetology Programs. The date to begin this has not been decided at this time by TDLR. Twelve types of license are now offered by TDLR.	Darlene Kajs
Program revisions, curriculum/course review	Use of computers for scheduling appointments. New textbooks Fall 2012 The Cosmetology Application and procedures for admission to the program were discussed; there is a concern some applicants lack the academic skills needed to be successful in the program. The committee members recommended and voted to implement a pre-entrance test for all applicants. Test scores will be part of the selection process. A new rubric will be used to select applicants for admission; the new rubric will not only insure fairness in the selection process but also will help select applicants who have the best chance for success. The pre-entrance test and the new rubric will be implemented for fall 2012 applicants.	Darlene Kajs
Other:	Promotions and specials for retail products each month	Darlene Kajs
Adjourn	Action 1:30 pm	Dan Bryant
RECORDER SIGNATURE: 	DATE: 1/30/12	NEXT MEETING: Program updates will be sent to committee members in spring 2012; next meeting will be fall 2012.