

**Franklin County Career and Technology Center  
SPRING OCCUPATIONAL ADVISORY COMMITTEE REPORTING FORM**

<b>PROGRAM AREA:</b>	Cosmetology		
<b>MEETING DATE:</b>	4/19/2021	<b>START:</b>	2:00pm
		<b>ADJOURN:</b>	3:00pm
<b>COMMITTEE CHAIRPERSON:</b>	Toni Ann Parson		
<b>COMMITTEE MEMBERS/GUESTS ATTENDING:</b>			
Toni Parson, Cleopatra Kritikos, Kimberly Norton, Krista Coldsmith,, Becky Rhone, Michelle Myers, Casey Lehman, Karen Hann and Alison Cook			
<b>BRIEF MEETING SUMMARY</b>			
<p>With existing COVID restrictions still in place, we were pleased with the attendance. The OAC members all agree that there is a significant industry need to provide this program along with its current POS, curriculum, equipment, and opportunities to the students of Franklin County. The committee also approved the classroom tables, chairs and MindTap codes in the Perkins Local Plan. Considering the current circumstances, the committee was very pleased with the Milady MindTap online learning tool that we have in place and for us to continue to use in the classroom. We talked about the good things happening at school even with Covid going on because we chose to see the positives. It has allowed us many new experiences to think out of the box and try alternatives. I'm happy to say so many good, positive experiences have come out of it. Our committee was very pleased with the progress made considering the circumstances. They also loved how the pilot program played out for the students to glean as much information, hands-on experiences and salon opportunities as possible.</p>			
<b>ADMINISTRATIVE RESPONSE:</b>			
<ul style="list-style-type: none"> <li><b>Good OAC participation. Agree Malady platform was very effective. Additional equipment planned through Perkins. Very thorough minutes, well done. F&amp;M Trust scholarship program helped many students with kit costs.</b></li> </ul>			

**Toni Ann Parson**

SECRETARY/CHAIRPERSONS SIGNATURE

### SECTION 1: APPROVAL OF MINUTES OF LAST MEETING

PLEASE CHECK ONE OF THE ITEMS LISTED BELOW:

- The minutes of the last meeting are approved as presented.
- The minutes of the last meeting are approved with the following changes.

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### SECTION 2: REVIEW OF RECOMMENDATIONS FROM LAST MEETING

- Program sponsorship was discussed, however definitely not a good time for any of the owners with current Covid-19 and salons getting back on their feet from being shut down

### SECTION 3: UPDATE OF PROGRAM

#### A. ENROLLMENT:

Enrollment Numbers – Semester 1(Fall) - 39

Enrollment Numbers – Semester 2 (Spring) - 32

#### COMMITTEE SUGGESTIONS/RECOMMENDATIONS/COMMENTS:

1. Discussed how smaller numbers have their definite benefits with more one on one time, yet they also understand the numbers are better financially when enrollment is @ 40-46 students per semester. Covid has played a part in numbers with some parents being concerned with their child being around others and felt better with their child being fully virtual. We will be back at those numbers next school year.

#### B. Cooperative Education

##### Student Statistics

	Number of Students
Eligible Students	10
Students Placed on Co-op	6
Students Declining Co-op Opportunities	4

##### Employer Statistics (List each employer and number of students employed.)

- Lavendar Hair Salon-1
- Nadora Salon- 1
- Meraki Salon and Spa- 4

#### COMMITTEE SUGGESTIONS/RECOMMENDATIONS/COMMENTS:

1. They love that our students are afforded this opportunity. It encourages good attendance, curriculum completion and also gives them a head start in the industry. It also shows their desire to make this industry a full time career path. The students that declined were because of their skill level needing added detail and also transportation issues.

**C. STUDENT PLACEMENT:** (From Senior Placement Survey)

	<b>Number of Students</b>
Previous Year Graduating Seniors	29
Previous Year Completers	27
<b>Placement Data</b>	
Employed Related to Career Field	11
Employed Unrelated to Career Field	10
Military Service	1
Enrolled Postsecondary Education	3
Available for Employment but Unemployed	2

**COMMITTEE SUGGESTIONS/RECOMMENDATIONS/COMMENTS:**

1. n/a

**SECTION 4: SAFETY**

**SAFETY:**

The program safety procedures and policies were reviewed and the committee found that they were:

Satisfactory  Unsatisfactory

**COMMITTEE SUGGESTIONS/RECOMMENDATIONS/COMMENTS:**

1. Discussed adding in proper hand washing as weekly review versus what we normally do. Also incorporating wearing masks and gloves when doing facials versus the normal skin-to-skin contact.

**SECTION 5: CURRICULUM**

**A. POS TASK LIST:**

- The Pennsylvania Department of Education Program of Study Task List has not been updated this year and requires no additional review.

- The Pennsylvania Department of Education Program of Study Task List has been updated this year. A copy of the document was provided to committee members for review.

**COMMITTEE SUGGESTIONS/RECOMMENDATIONS/COMMENTS:**

1. n/a

**B. CURRICULUM REPORTING FORM:**

	<u>Satisfactory</u>	<u>Unsatisfactory</u>
1. The curriculum reflects current trade philosophy and practices.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Books and instructional materials are appropriate for students in this program.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Audio-visual aids are sufficient to support the curriculum.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. The curriculum provides:		
a. Balance between theory and practical work	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Career and Technical Student Organization activities as an integral part of the curriculum	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c. Field trips related to job sites	<input checked="" type="checkbox"/>	<input type="checkbox"/>
d. Adequate instruction on safety	<input checked="" type="checkbox"/>	<input type="checkbox"/>
e. Pre-test and post-test to determine student knowledge	<input checked="" type="checkbox"/>	<input type="checkbox"/>
f. Development and/or application of related academic skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>
g. Competency-based education	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. The curriculum has been developed with the cooperation and advice of the Occupational Advisory Committee	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. There is an occupational demand in the community for the occupational skills being taught	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**COMMITTEE SUGGESTIONS/RECOMMENDATIONS FOR UNSATISFACTORY ITEMS:**

1. No items were unsatisfactory, we just discussed enhancements to safety and possible thoughts on field trips for the future

**C. TEXTBOOKS/CURRICULUM REVIEW:**

- The textbook/curriculum currently in use has been determined to be adequate by the committee and requires no additional review.
- The textbook/curriculum currently in use was determined to require updating.

The following textbooks/curriculum were presented to the committee for review.

- n/a

**COMMITTEE SUGGESTIONS/RECOMMENDATIONS/COMMENTS:**

1. We discussed using Milady's MindTap system more now because of the distance learning. They felt that we should continue using it for the theory aspect even when we are back in the classroom. Now that we have the new laptops, MindTap is so much more conducive to the environment. It also saves time on grading, paper copies, paper in general, time and teacher focus can be utilized in other ways.

**D. CERTIFICATIONS: (List certifications available to your students)**

- Pa State Board of Cosmetology Cosmetologist License
- Pa State Board of Cosmetology Teachers License
- Pa State Board of Cosmetology Esthetician License
- Pa State Board of Cosmetology Nail Technician License

**Number of Students Receiving Certification:**

- 17

**COMMITTEE SUGGESTIONS/RECOMMENDATIONS/COMMENTS:**

1. Plus we have had 4 adult student learners

**E. CAREER AND TECHNOLOGY STUDENT ORGANIZATIONS (CTSO) INSTRUCTION:**

**List how CTSO's have been incorporated in the program.**

- Soft skills
- competitions

**COMMITTEE SUGGESTIONS/RECOMMENDATIONS/COMMENTS:**

1. continue with this participation because it is so important

**F. COLLEGE IN THE HIGH SCHOOL/ARTICULATION AGREEMENTS:**

**List College in the High School/Articulation Agreements currently offered by your program.**

- n/a

**COMMITTEE SUGGESTIONS/RECOMMENDATIONS/COMMENTS:**

- 1.

**SECTION 6: ADULT EDUCATION**

This program currently has no associated adult education offerings associated with it.

This program has adult education offerings as listed below:

- Cosmetology Teachers license -500 hours
- Secondary students not earning all of their hours can also come back as adults to finish their Cosmetologist hours
- Cosmetology Estheticians license- 300 hours
- Cosmetologist license- 1250 hours
- Nail Technician license- 200 hours

**COMMITTEE SUGGESTIONS/RECOMMENDATIONS FOR ADDITIONAL OFFERINGS/COMMENTS:**

1. Continue this as we see fit because it is a good source of revenue for our program, as well as, adult education through our school. They understand secondary student enrollment is always the priority and adult enrollment is based on the secondary # of students. We had 4 adult students this year and currently have 8 for next school year in various licensing situations.

**SECTION 7: GENERAL DISCUSSION**

**LIST ITEMS FOR DISCUSSION NOT COVERED IN OTHER AREAS:**

- Student kits, guest speakers, Perkins funding items

**COMMITTEE SUGGESTIONS/RECOMMENDATIONS/COMMENTS:**

- ✓ To promote having kits paid in full immediately that we offer a discount
- ✓ **Clippers installed at each station were discussed. Currently we have sets of clippers available for student use. If they were at each station, that would be 24 sets total.**
- ✓ **We discussed having a "hard side" kit in place instead of current one. Smaller size and stability would help with space.**
- ✓ **If Textbooks are removed from the kits, we would need to purchase additional codes from Milady Mind Tap at an average cost of \$210/code which the student would use over the course of 3 semesters.**
- ✓ **Complimented how we as instructors mimic salon life for our students and applauded us for a job well done and how we serve industry when we send them out to be productive, hard working, contributing citizens. They loved the addition of the lighting over the manicure tables.**