

MEETING MINUTES

Southeastern Esthetics Institute

Attendees

Advisory Committee

Dedra Harvin, Brandon Palekas, Ruth Armistead, Etna Griffin, Nicole Dozier

SEEI Staff

Renee McCord, Tamara Palmer

Did Not Attend

Advisory Committee

Marie Keeton, Jessica Lundy, Cory King

Welcome & Introductions

3:00pm: Southeastern Esthetics Institute welcomed the group of industry employers and instructor staff from SEEI to the Fall 2016 Meeting.

Institutional Objectives & Mission Statement

3:15pm: Collectively, the attendees reviewed the institutional objectives & mission statement, and approved that the objectives meet the needs of the institutional program. The attendees additionally reviewed and agreed that the mission statement is congruent with the nature of the institutional outcomes.



Important Items Review

3:30pm: Suggestions for Lecture-Based Instruction Improvement & Clinic-Based Instruction Improvement.

The attendees expressed appreciation for the level of education through lecture - and the fantastic instruction at SEEI. Suggestions were to add more activities into each lecture component (which have been added to the 2017 Curriculum & Lesson Plan outline) and also to add more "energizer activities" every 45 minutes to keep students focused. Collectively, the attendees enjoy the clinic floor protocols overall. Suggestions for clinic-based instruction were to add more hands-on during the Core Class (which has been added to the 2017 Curriculum & Lesson Plan outline) and to add a more streamlined system for ordering backbar products as the student clinic gets busier. Students on Dispensary Duty are required to do an inventory of the supplies on hand and turn in products that are running low. Supply orders are placed the same day of the request.

4:00pm: Student Outcomes & Competency Levels Upon Graduation | What can SEEI add to competency outcomes?

SEEI is currently implementing a brand new software system, MSP, for instructor login access to create more superior documentation of student grades, assignment check-offs, and so forth. This system will assist the institution in streamlining their record-keeping into a software-based system, rather than paper files. The attendees collectively agreed that this was the best route to track success and also print out reports for student progress during their tenure with the institution. The change of 450 clock hours to a national average standard of 600 clock hours in January 2017 will also create more clinic time and class time - in order to expand their learning and hone in on skill levels more proficiently.

4:20pm: Sanitation Rules & Regulations.

Attendees collectively agreed that all sanitation rules & regulations are met, in accordance to the SC LLR Board of Cosmetology. It is additionally reflected in the new report from LLR inspectors on their September 2016 visit to the institution - with a perfect score.



Next Meeting

The next meeting will be in the Spring of 2017. All Advisory Committee Members & Southeastern Esthetics Institute staff members will be invited to attend.

Adjournment

Southeastern Esthetics Institute holds the opinions and suggestions of its Advisory Committee in high regard to all institutional decisions. All aspects of the facility, student programs, institutional outcomes, learning tools and media resources, and all other moving parts of the SEEI experience are carved out in great detail by our advisory board. Opinions and suggestions from the public are also welcome and placed into consideration upon all institutional matters.

The Southeastern Esthetics Institute Advisory Committee Meeting Minutes are available on the institute website for public view.

Any public comments or questions on any item mentioned within the Meeting Minutes may be submitted to: info@seestheticsinstitute.com

4:35pm: Learning Resources & Media Services: Sufficiency and/or Changes.

The attendees collectively decided that media resources are exceptionally sufficient at Southeastern Esthetics Institute. The instructors and administrator decided to add individual iPads for both instructors in January 2017 for the purpose of downloaded videos for easy access to Apple mirror-play for students during their specific chapters. The individual classroom iPads will also allow for easy access to the new MSP student processing & grading software.

4:50pm: Physical Resources & Technical Infrastructure.

Attendees reviewed the requirements of an esthetics school under the SC LLR Board of Cosmetology, in reference to furnishings and equipment required. SEEI meets the standards of the equipment & physical resources criteria. SEEI, however, always desires to add more than the basic requirement and will always be adding more equipment to the roster, as technology is constantly changing in the esthetics field. Attendees additionally reviewed the brand new website for the institution. All documents are easily accessible on the website and students are able to view items, book certification or CEU courses online, and/or answer many questions they have in regards to the Esthetics License Program.

5:15pm: Improvement to Student Services to Public.

Attendees reviewed the Student Clinic Menu and found it adequate for a licensed esthetics school providing services to consumers under the direct supervision of a licensed instructor. Instructors and administrator added that two Saturdays be added as "make up hours", beginning January 2017, instead of only one Saturday per month - in order for the public to take advantage of student clinics, and for students to additionally utilize that time to make up hours and take advantage of busy clinic Saturdays. Students must check off with instructors that proper consultations and Client Care Plans are being performed before & after each session with a client.

5:25pm: Community Activities.

SEEI has expressed interest in adding more community service to the roster, within the new 600 clock hour program beginning in January 2017. As more time will be provided, students will be able to take advantage of more off-site community activities as a group field trip - with the supervision of a licensed instructor at all times. Attendees collectively agreed.

Adjournment 5:45pm

Other Business

Southeastern Esthetics Institute is applying to become a candidate for accreditation with the Commission of the Council on Occupational Education. Persons wishing to make comments should either write to the Executive Director of the Commission, Council on Occupational Education, 7840 Roswell Road, Bldg. 300, Suite 325, Atlanta, GA 30350, or submit comments on the Council's website (www.council.org). Persons making comments must provide their names and mailing addresses.

