



DPS Tech Prep Summit Minutes

Date: Tuesday, March 14, 2017

LOCATION: Ponitz High School

The meeting began at 12:00 p.m. with introductions.

Attendees: Julie Millhouse, MVCTC; Lisa Bricker and Barb Pompeu, Greene County CC; Ashley Stephens, Ponitz; Kyra Tyler, Northwest CC; Anita Gilkey and Delene Aungst, Sinclair Community College BIS Department; Wendell Meyers, Nina Allen, Josiah Wahlrab, Tim Bryant, and Shirley DeWinter, Miami Valley Tech Prep Consortium.

Wendell Meyers went over the Parent letter that will be mailed out and the change in the scholarship packet of a new preview booklet that replaces multiple pieces of paper. The new booklet is very important to the exiting senior because it contains a calendar timeline and information that the student will need to update their Sinclair application and schedule an appointment with an advisor. On-site registration has been changed to on-site advising. Once the student has updated their Sinclair application and declared a major, an advisor can sit down with the student and map out their first two semesters. It will be up to the student to register for the classes. Next, Wendell explained the MM3 document, the Math Flowchart, and how the MM3 affects the student's placement in a college math course. Last, Wendell explained the flyers for the 2017 Summer BOGO for 2016 and 2017 graduates.

Josiah Wahlrab explained the data collection through the Tech Prep portal, a.k.a. Caspio, MM3, and the all electronic Credit Capture for 2017. Josiah encouraged all instructors to log on to the portal and check their class list. Please report any errors or feedback to Josiah. Josiah meet with the 6 teachers that use the electronic process. Josiah stressed Important: Requirements for posting credit to Sinclair College transcript:

- a student must have a Tartan ID
- a student will graduate high school spring 2017
- a student must say "Yes" to posting credit to their Sinclair College transcript

Tim Bryant explained Account Request for new instructors. You must have a Sinclair account to log in to an eLearn shell. Tim provided detailed information on the Articulated Credit process

- Coordinators download pre-populated forms via the Tech Prep portal/Caspio (seniors only)
- Instructors/coordinators/appropriate party electronically update forms with grades and determine Yes/No to posting credit
- Important: Print forms out, Instructors/coordinators/appropriate party sign off, and have students sign off Yes/No to posting credit
- Coordinators upload completed electronic forms to Tech Prep portal/Caspio
- Return signed forms to MVTPC: Scan & upload/fax/mail/deliver/arrange pickup of completed forms

Josiah provided DPS data to **Dave Andrews on a flash drive**. Dave agreed to meet DPS instructors and administrators to meet the end of the year deadlines.

Wendell spoke briefly about C-TAG Credit

For a student to qualify for CTAG credit, the program must first have gone through the full approval process through the Ohio Department of Higher Education.

- Student completes Part I of the student Verification Form, found here sorted by program pathway: <https://www.ohiohighered.org/node/5076>.
- Coordinator completes Parts II and III of the student Verification Form.

School Year

2017

Tech Prep Showcase – April 25, 2017

Thursday, March 23 – GPA's for MM3

Friday, June 9 – Credit Capture forms due to Tech Prep

Thursday, August 4 – Proficiency testing signup begins

September to mid-October – Jr. Registration

September through November – Jr. Career Exploration Days

2018

Getting Ready for College Night – February 15, 2018

Tech Prep Showcase – March 21, 2018

- Student/Coordinator submits proof of the credential (should the CTAG require it), and Coordinator applies official stamp or school seal to Part III of the student Verification Form.
 - NOTE: Above Part II on the form is a link for the 'Credentials Needed for Credit'. This will detail what documentation is needed to accompany the Verification Form.
- Coordinator sends the completed Verification Form (Parts I, II, & III) along with all required documentation to the Tech Prep Office, to the attention of Katie Bauer.

Also note: We received verification from the Provost office that proficiency course grades, processed by Tech Prep, appear on the Sinclair College Transcript and factor into students' Sinclair GPA.

Wendell spoke briefly about student transition programming for one year certification and degrees, a new focus on underrepresented students and non-traditional student programming. Tech Prep will have an increased focus on the matriculation of students into workforce programs, connections to industry, and incorporating those connections into our Sinclair operations. Program of Study documentation is a priority, in addition to increased collaboration to complete pathways for students.

The meeting was closed with an open discussion lead by Ray Caruthers on how to improve student success after high school graduation. The feedback was to keep the following:

- DPS leadership asked for detailed list of next steps and one on one meeting in the building moving forward.
- More importance on the MM3 and math. Amy Richardson provide successful results with MAT 1120 Business Math.