



## JROTC/Aviation Summit Minutes

Date: March 20, 2017 – 12 to 3pm

LOCATION: Building 13, Room 103

The meeting began promptly at Noon. Wendell Meyers welcomed the group and had attendees introduce themselves.

Attendees included: David Miller, Warren County Career Center; Claudia Mason, Thurgood Marshall; Todd Berrier, Springboro HS; Roger Redwood, Wayne HS; Rick Kuehner, Greenville HS; Don Stark, Scot Pembleton, Craig Birkemeier, Sinclair College, Wendell Meyers, Katie Bauer, Bryan Jackson, Josiah Wahlrab, Tim Bryant, Miami Valley Tech Prep Consortium.

**Craig Birkemeier** provided an in-depth overview of MAT1120 Business Math in eLearn, and provided a copy of the course syllabus. He informed the group that the shell contains 5 Exams, and reviewed the content of each. Craig explained that the course utilizes tables of info rather than having students memorize formulas. He displayed the year long academic schedule, but advised the instructors that the student's instruction delivery is flexible, and can be delivered over an entire academic year or over one semester. Craig pointed out the videos that are linked in the 1120 eLearn shell for additional instruction. He also showed how the answers are displayed following submission of a practice test. Lastly, Craig informed the instructors that he could grant them access as a student in the class if they wanted to look at it.

**Bryan Jackson** reviewed the list of articulated courses for the various types of aviation courses being offered by local high schools from the mvtechprep.org web site. He demonstrated how to find the Program of Study for the degrees offered at Sinclair, and how to locate the course syllabus for courses offered through articulation and proficiency. It was discovered that the syllabus for AVT 1141 is missing from the website. Katie Bauer informed the group that she would get it restored in the coming days. There was discussion that teachers needed additional communications, and a monthly newsletter was suggested. Bryan pointed out that many of the items he demonstrated are part of the student presentation he does at partner schools.

**Josiah Wahlrab & Tim Bryant** reviewed the end-of-year data collection process. A MM3 handout was introduced, and Josiah pointed out the top two measures in the chart (3.0 GPA & Algebra II grade) are in **bold type**, indicating the info is collected through the portal. The other measures must be submitted by the student. Instructors asked for access to the students in their school who are registered or have credit in proficiency classes to assist them with the credit approval process. Josiah is going to look into gathering and sharing this data.

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.

Tim Bryant asked if any new instructors needed a Non-employee Account. He stated that he updates the teacher demographic information 2017-2018 if the instructor remains a part of the consortium.

Two handouts were distributed regarding credit capture. The goal this year is 100% through the portal. Tim asks instructors to continue with what they have done in the past. Sinclair instructors post eLearn grades.

Student's access their account in the Portal via Sinclair email, and say yes or no to credits available.

Instructors will get an email from Josiah when the portal is ready.

Instructors access the portal through: [tinyurl.com/jy9mtal](http://tinyurl.com/jy9mtal)

See the "How to access Tech Prep Portal" handout, and follow the directions.

Portal can also be accessed through link on right side of Tech Prep Website Home Page.

Instructors should post grades where applicable.

### 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

**Wednesday, August 2** –Coordinator Meeting

**Thursday, August 4** – Proficiency testing signup begins

**September to mid-October** –Registration new students

**September through November** – Jr. Career Exploration Days

#### 2018

**Getting Ready for College Night** – February 15, 2018

**Tech Prep Showcase** – March 21, 2018

Coordinators/instructors can view the status.

Josiah asks that instructors please try out the portal prior to April!!

**Scot Pembleton** led a discussion regarding the Aviation Career Day, scheduled for Tuesday, October 3, 2017 at Urbana – Grimes Field. He offered to provide tours for classes of students or small groups, and stated that he was willing to sit down and go over the career options in Aviation should an individual student/parent have questions. Scot stressed that he and the others at Sinclair want to support the HS programs and students, and asked instructors to please provide feedback and make suggestions on how to better work together. Scot announced that the SkillsUSA Aviation Maintenance State competition is being hosted at Sinclair on Saturday, April 8. All were invited to attend to observe the competition.

**Bryan Jackson** informed the group of the reduction of paper for the senior packets. There will be a “Congratulations letter” with links, along with the scholarship certificate. He showed the new “Your Guide to Sinclair and Tech Prep” trifold brochure that every senior should receive. The brochure includes a checklist with timelines, a list of degree & certificate options, contact info, Sinclair satellite campus location info, and a section for personal info to share with an academic advisor. Bryan reinforced the importance of students filling out the personal education info in the trifold brochure before meeting with an academic advisor. Listing courses that credit is anticipated for is very important! Students can print an unofficial transcript on the Sinclair website once grades are posted. Some grades may not be posted until July 1. Lastly he reported that many seniors who did not take a CCP (College Credit Plus) class during the past two years must reapply to Sinclair to update their registration. The students should re-apply from the Sinclair College web site.

Bryan shared information on the Women in STEM Camp being offered at Sinclair June 19-23, 2017, with registration info available on the Tech Prep website. He also reviewed the Focus 2 Assessment and other student services available on the Sinclair College website as well as Understanding University Transfer, and Short Term Certificates.

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.