Important Dates

2018
Thursday, March 1 - GPA's for MM3
Tech Prep Showcase – April 12, 2018
Friday, June 1 – Credit Capture forms due to Tech Prep
September to mid-October – Jr. Registration
September through November – Jr. Career Exploration Days
2019
Getting Ready for College Night – February 14, 2019
Tech Prep Showcase – March 16, 2019 (may change)

Tech Prep Cosmetology Teacher Summit Minutes

Date: Tuesday, March 20, 2018, 8 to 11 AM
Building __6__ Room _142__

The meeting began at 8:20 a.m. with a welcome by Wendell Meyers, Tech Prep Director.

Attendees: Dwan Tarrance, Ponitz CTC; Anita Gilkey, and Delena Aungst, Sinclair CC; Wendell Meyers, Joey Marshall, Josiah Wahlrab, Tim Bryant, Bryan Jackson and Shirley DeWinter, Tech Prep Consortium.

Bryan Jackson reminded us of the upcoming important dates for next year. In addition to the dates above, please add Women in STEM, which is a free Sinclair workshop for female students in grades 10-12 on June 18-22, 2018. Registration is online at www.sinclair.edu .   He also demonstrated how a Tech Prep student can log on to http://my.sinclair.edu and check their unofficial transcript and order an official transcript. If a student is in a situation of "I do not know what I want to do after graduation," he/she can use the FOCUS 2 self-assessment found on the www.sinclair.edu to assist in choosing a career pathway. Next, if you type "Articulation Agreement" into the Sinclair Search feature, you will find the Alphabetical list of the college transfer agreements. Sinclair has received a grant to produce better, user-friendly transfer forms.

The Wright State Dual Degree and the UD Academy offer the Tech Prep students the opportunity to work toward a 4-year degree at a lower cost with 2 years at Sinclair and 2 years at the 4 year college. A GPA of 3.0 is required for this deal. If a student is worried about going on to college because of academic requirements, a Short Tem Certificate does not require Math and English. You can view Short Term Certificates on our www.mvtechprep.org web site by going to the Programs tab and then selecting a pathway on the left such as "Business & Administrative Services". Next, select a Degree or Certificate such as "Business Management" or "Entrepreneurship."

Sinclair updates:

- New Health Science Building
- Purchased Centerville Learning Center on Wilmington Avenue
- Building 10 under renovation – new grand entrance to Sinclair
    o First Floor - welcome and quick answers
    o Second floor - New Student Enrollment, Academic Advising, Financial Aid, Testing, and Bursar
    o Third floor - offices
- New 4-yr Degrees
    o Unmanned Aerial Systems has been approved to move forward
    o Industrial Automation has been approved to move forward
    o Advanced Manufacturing **not approved yet**.
- Tech Prep Reorganization-College Credit Plus, Project Lead the Way, and Tech Prep is now under one manager
- New West Region
- New TP Employees
    o Joey Marshall – Pathway Manager, Business, Finance, Marketing, and Cosmetology
    o Lindsay Pitstick –Pathway Manager, Arts & Communications, Information Technology, and Law and Public Safety
    o Megan O'Toole- Pathway Manager, Health Sciences

Summer Bridge is a successful program for graduating seniors migrating to Sinclair. Students in Summer Bridge are introduced and receive services from New Student Enrollment, Academic Advising, and Financial Aid. Students connect with other Sinclair students, learn about campus resources, and increase study skills. Please encourage your students to attend Summer Bridge. Only about half of the registered students attended last year.

Operation Football will be continued next year.

MAT 1120 – Business Math is the only math requirement for 17 degrees. Students who take MAT 1120 say that they now like math and that this is math that they can use. Wendell added that this math course is an excellent senior math option instead of Algebra II. More information on this course can be found on the Tech Prep web site under Resources, Course Syllabi Document Library, Proficiency Courses, and MAT 1120

We had our first "Pre-Apprenticeship and Work Based Learning Workshop" on January 24. Sinclair's mission is to help high school students earn points for graduation credentials through apprenticeships and to connect high school students to premier work-based learning opportunities. Adecco Group is also helping to bridge the gap with the two main barriers of government child labor laws and insurance. Our next workshop is "Success Bound" on May 4 from 8:30 am to 3:00 pm in Building 12 with more details to come.

Bryan showed graphs of statistics for the Scholarship dollars spent from 2006 to 2018 and numbers in Tech Prep Pathways. As of 2017, there are 10,660 TP students and Business is the third largest pathway.

BOGO (Buy one 3-hr course and get a 3-hr course free) has a minimum of 6 credit hours. Our goal is to increase post-secondary completion, lower out-of-pocket costs, and diversify college population.

Bryan will be sending out a link to his drop box for you to access his PowerPoint presentation.

Wendell Meyers asked for feedback on "How to make your Career Day better." Instructor feedback said to keep Lisa from the "Beauty Box," add a make-up artist, an esthetician, "Great Clips" or another hair salon chain, have previous Tech Prep students that are now at Sinclair speak about their experience, Girls Volleyball , Basketball , and Softball coaches present athletic opportunities, and have the Sinclair cheerleaders present at Tech Prep events. Additional feedback included provide Tech Prep students with an ID card that has their Tartan ID number and explain the campus resources available to TP students with an ID card, and help students learn how to create study groups to prepare for testing.

Tim Bryant, Data Technician, explained that Cosmetology teachers have an account but do not use them. Therefore, these accounts are no longer active. Please contact Tim if you wish to re-activate your account at timothy.bryant@sinclair.edu

Once again, eLearn students must respond with a "Yes" or "No" for their grade to move forward to the Records Office. Deadline for eLearn Credit Capture is June 1. Tim's priority will be focused on the seniors. All eLearn grades of A, B or C will go forward to a college transcript.

Josiah Wahlrab explained how to log in to the Tech Prep Portal for student information. Seniors need to check their application status before registering for summer or fall classes.

Anita Gilkey, Assistant Professor, Business Information Systems, spoke about industrial certifications in Customer Service and Microsoft Office for graduation points. **BIS 1120**. This is the last year for Microsoft Office 2013. All Tech Prep instructors need to migrate to Microsoft Office 2016 for proficiency testing for the 2018-2019 school year. Testing will continue in the SAM software. Anita informed the audience that Sinclair is a Testing Center for MOS Certifications. All Sinclair students that are enrolled in a BIS 1220-Word Processing Software and/or BIS 1230 Spreadsheet Software

receive free access to Gmetrix software to prepare for the MOS exam. As Anita is also a College Credit Plus instructor teaching BIS 1120 to high school freshman, she is looking into offering both BIS 1220 and BIS 1230 either through Tech Prep and/or CCP.

Delena Aungst, Associate Professor, Business Information Systems, spoke about the eLearn shells for BIS 1400, BIS 1201 and BIS 1301. **BIS 1400** will have no changes in context; however, Delena stressed the need to complete the practice quizzes (unlimited times) before taking each of the five quizzes. Also required are the Community Spotlight and Mystery Shop. The best way to accomplish both these assignments is to plan a field trip for your class to a shopping mall. If these assignments are completed with a parent, the student must prepare and present a PowerPoint presentation to the class on his/her findings. The teacher must grade assignments and upload grades to the gradebook.
Next requirement, "Through the Customers Eyes" has a $10 fee per student. This is a reduced price for Tech Prep. If the school does not wish to purchase online access per student, then the instructor must purchase at least one account to show the videos. Each purchase comes with the opportunity to take the exam for a "National Customer Service Certification."

BIS 1201 – Keyboarding and Document Formatting and **BIS 1301-Advanced Document Formatting & Keyboarding** changed to McGraw-Hill GDP software. Proficiency testing for this year will also be completed in this software. BIS 1201 is a 3-minute timed writing, Keystroke quiz (40 multiple-choice questions) and 3 documents in Doc Production (table, memo and a letter using BPA guidelines). BIS 1301 is a 5-minute timed writing with Doc Production.

There is a $10 per student fee for the tests. Wendell Meyers is emailing each eLearn shell instructor for student numbers to see if it is feasible for Tech Prep to absorb the cost for this year's testing.

A big concern from Tech Prep instructors was stated that the school budget was set last year and cannot be changed. If necessary , Delena will allow (this year only) for the instructors to use the timed writings and exam tests from BIS 1100 and BIS 1200 for BIS 1201 proficiency testing. Delena is thinking about letting the Tech Prep instructors grade these exams. Please contact Delena is you have any questions. All Delena's eLearn shells have an April 23 deadline.

Instructor feedback stated that the Cosmetology program instructor's first priority it to meet State requirements for licensure and second to increase passage on the school tests. In addition, the State requirements for the Cosmetology program do not allow additional time to teach eLearn courses. College credit is desired, but no always available to Cosmetology students. Mrs. Tarrance would like to see BIS 1400 Customer Service offered to her students as a CCP class.

If you are interested in having Anita or Delena teach a CCP class to your students, please contact them soon as their Sinclair Fall teaching schedule will be decided next month.

Anita Gilkey – anita.gilkey@sinclair.edu

Delena Aungst – delena.aungst@sinclair.edu