



## Accounting, Business & Marketing Tech Prep Summit Minutes

Date: Thursday, April 20, 2017, 8 to 11AM

Building   2   Room  334  Green Room

The meeting began at 8:10 p.m. with attending teachers giving an introductions and a brief announcement of their program's news.

Attendees: Robin Holweger and Matt Hughes, Kettering Fairmont; Christine Yokajty, Centerville; Amy Richardson, Ponitz CTC; Zach Gueth, MVCTC; Lyle Cole, Dunbar HS; Carrie Wiant, Franklin-Monroe/MVCTC; Tracy Aukerman, Milton-Union/MVCTC; Tammy Drew, Mississinawa/MVCTC; Gordie Gregg, Warren County CC; Jackie Myers, Carol Bonner, Rick Andrews, Dennis Brode, and Ned Young, Sinclair CC; Wendell Meyers, Josiah Wahrlab, Tim Bryant, and Shirely DeWinter, Tech Prep Consortium.

**Jaclynn Myers**, Assistant Dean, Business and Public Services, thanked the teachers for all that they do for students and then announced that the Raj Soin College of Business will need to suspend its Transfer Made Easy Scholarship due to financial constraints. Students are still able to apply for and receive university-wide scholarships from WSU.

Next, **Carol Bonner**, Program Coordinator, Student Completion Office, distributed copies of the new 15-month degree programs. These degree programs are for students who wish to enter a fast, flexible track to a degree that will also transfer to a 4-year college. There are special scholarships for this track, some for this Summer Term, but mostly for the Fall Term. If you have any questions, please call 512-4461.

**Rick Andrews**, Chairman/Professor Accounting, reported that ACC1100 Small Business Accounting will only transfer to colleges that have a survey of accounting course because this course only covers the first four chapters of traditional accounting. If you are using the QuickBooks desktop version of the software, there are no changes. If you are using the online version of QuickBooks, you will need to update your text book to the 7<sup>th</sup> edition. Intuit is now offering access to the online version of QuickBooks for 12 months at no charge. ACC 1120 Introduction to Financial Accounting is a CTAG course that transfers to any college as a traditional accounting course. The textbook for this course is being updated and customized with McGraw-Hill. Rick is willing to work with you to order new textbooks. Please call Rick at 937-684-1124 or his assistant Chris at 937-512-2615.

**Dennis Brode**, Chairman/Professor Business Management, reported that there are no changes to MAN 1107 Foundations of Business. He is experimenting with free online open resource textbooks. Chrisann Ruehle has resigned and Rocky Belcher taken her position as Tech Prep liaison for MAN 1110 International Business. Therefore, it is not possible to give you an update at this time. MRK 2225 Sales Fundamentals, no changes. MRK 2100 Foundations of Marketing now has no prerequisite.

**Ned Young**, Professor Management, reported that there are no changes to MAN 2110 Introduction to Project Management. MAN 2150 Management and Organizational Behavior is updating to the 5<sup>th</sup> ed of the McGraw-Hill textbook with Connect access code. There are three options for the Tech Prep course:

1. Continue with old textbook for one more year.
2. Move to the new textbook with no Connect
3. Move to the new textbook with Connect

Ned is willing to set up a meeting for negotiations with the publisher. Please contact Ned by email at ned.young@sincliar.edu

### 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** – Jr. Registration

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

#### 2018

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

**Tech Prep Showcase** – (looking for a new date)

MAN 2159 Supply Chain Management Concepts and Applications has a new teaching syllabus which can be accessed on the [www.mvtechprep.org](http://www.mvtechprep.org) web site under Resources, Course Syllabi Document Library. The department is excited about the new 15-month Supply Chain Management Associate of Applied Science Degree.

**Josiah Wahlrab** distributed the MM3-Credit Capture packet. MM3 has been a huge success in Math and English placement. School coordinators have entered GPAs by the March 31 deadline. Please use your instructor log on to the Tech Prep Portal a.k.a. Caspio and check your class list. Next, Josiah explained the all electronic 2017 Credit Capture for seniors referring to the step-by-step procedures in the handout. The student must say yes or no to posting the college credit. All E-Learn grades of A, B or C will go forward to a college transcript.

Tim Bryant explained Account Request for new instructors. You must have a Sinclair account to log in to an E-Learn shell. All grades from last year's juniors will be loaded the last week of April.

**Shirley DeWinter** demonstrated the procedure to obtain and unofficial student transcript. All credits will be visible by July 1. All problems with transferring Sinclair credits to Ohio University and The University of Cincinnati have been corrected by Wendell Meyers. Next, the [Sinclair.edu](http://Sinclair.edu) web site was used to display Sinclair's articulation agreement with 4-yr. colleges, and the Dual Enrollment with Wright State and the UD Sinclair Academy were especially highlighted. Next, Shirley demonstrated how to use [www.mvtechprep.org](http://www.mvtechprep.org) to view short-term certificates and how Tech Prep courses could help finish a certificate in one, two or three semesters. Last, instructors were encouraged to record the date, Feb. 15, 2018, for "Getting Ready for College Night." This is an important evening of learning the steps for student as well as parents for the transition from high school to college. 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 Meyers** concluded the meeting with 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 flyers for the 2017 Summer BOGO for 2016 and 2017 graduates.

Math 1120 is the only math requirement for a Business degree. Amy Richardson from Ponitz CTC testified that she has taught this course in her business class and the questions of "Buying a car, or a house, or life insurance" can be used as bell ringers. To acquire college credit, the student must pass four tests and a final exam. According Craig Birkemeier Associate Professor, Mathematics, the students may use their notes on the final exam.

Instructors inquired about the changes in the BIS courses. Even though Sinclair is updating to MS Office 2016, the E-Learn shell and proficiency exam for BIS 1120 will continue in MS Office 2013. The SAM engine is still being used for proficiency testing. Master and Teaching syllabi will be acquired from the BIS Department for the new BIS 1201 and BIS 1301 courses and posted on the mvtechprep.org web site.

Several instructors are interested in Tech Prep hosting and conducting the next year's Spring Advisory Committee meeting for their programs. Wendell Meyers will be sending out invitations to a breakfast meeting this summer to continue this discussion.

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.

