Cosmetology Tech Prep Summit Minutes

Date: Tuesday, March 14, 2017
LOCATION: Building 6; Room 142
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.

Nina Allen 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, Nina explained the MM3 document, the Math Flowchart, and Josiah's new datasheet of how MM3 affects the student's placement in a college math course. Last, Nina explained the flyers for the 2017 Summer BOGO for 2016 and 2017 graduates.

Anita Gilkey, the Sinclair department liaison for BIS 1120, explained that Sinclair is moving to Microsoft Office 2016 in the fall. The eLearn shell will be updated, but she is still using a SAM engine for proficiency testing. The Business department is offering MS Office 2016 training in early August for CEUs. Students who pass the BIS 1120 proficiency exam are eligible for one free MOS Certification exam at Sinclair through the Business Dept.

Delena Aungst, the Sinclair department liaison for BIS 1400, BIS 1100, 1200, 1300 and 1301, stated that Customer Service eLearn shell is not changing, but encouraged the instructors to closely review the requirements for passing this course. The BIS 1400 eLearn shell Tech Prep Checklist must be completed to open the shell. The student has multiple attempts with each Practice Quiz. Mystery Shop, Community Spotlight, and Through the Customer's Eyes are required. The section, "Through the Customer's Eyes," has six modules. The Tech Prep instructor may purchase one account for $10 and show all the videos as a class, or each student may pay $10 and watch the videos individually. The student purchase of an account also gives the student an opportunity to take an exam and with the passing of this exam with an 80 percent or higher to receive a "Customer Service" certification from National Seminars Training.   The class discussion board is not required.

BIS 1100 and BIS 1200 will still be in an eLearn shell, but instructors should be moving new students to BIS 1201 Keyboarding and Document Formatting for 3 credit hours, BIS 1300 Keyboarding and Document Formatting II for 2 credit hours, and BIS 1301 Advanced Document Formatting for 3 credit hours.

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. 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 explained Account Request for new instructors. You must have a Sinclair account to log in to an eLearn shell.

Shirley DeWinter highlighted, first, the steps to log on to my.sinclair.edu and print an unofficial transcript, second, the Sinclair.edu web site that displays Sinclair's articulation agreement with 4-yr. colleges, and especially highlighted the Dual Enrollment with Wright State and the UD Sinclair Academy. Next, Shirley demonstrated how to use 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.

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 Wendell Meyers on how to improve Career Day. The feedback was to keep the following:

Customer Service Cold Calls – Delena Aungst
Accounting – Rick Andrews
Pixie Dust- Coach Price
Enrollment Services