

March 28, 2011

TO: Wilton Watanabe

FROM: 2010-2011 College Effectiveness Review Committee (CERC)

RE: OCET-Apprenticeship Program Comprehensive Unit Review

The process of Unit Reviews assures quality in all facets of our operation at Hawaii Community College. It encompasses planning, assessment, and evaluation. Thank you for conducting and submitting the comprehensive program review for the Apprenticeship Program. This is not an end into itself but a part of a process that leads to a much greater end. It answers the questions:

- Did our programs and services work to our expectations?
- Did we get the results we expected?
- How can we improve what we are doing?

CERC supports the request for a 50% clerical position for the Apprenticeship Program. Apprenticeship is a complex program with public and private partnerships requiring considerable coordination and clerical support. The number of island wide students, classes, and instructors with the existing faculty and financial support deems this request as essential.

The Reviewers commend the writer for single handedly leading the Apprenticeship Program. The Program Review is thorough and descriptive. The Reviewers found the report informative and it increased their knowledge and understanding of the program.

Suggestions for improving the Program Review Report:

- The review could be more succinct, especially in the mission and history sections.
- An organizational chart outlining Apprenticeship's relationships to OCET and the College would provide greater understanding to the Reviewers.
- The funding for the program and all its components could be stated more clearly.

These recommendations are intended as suggestions for improvement to be considered in the next program review. The CERC Reviewers commend you for presenting a strong review that explains the needs of your program and justifies its budgetary request. In light of the program's complex challenges, the Reviewers support your request for a 50% clerical position for the Apprenticeship Program.

If you have any questions, please contact me at x47484 or jonishi@hawaii.edu.

c Deborah Shigehara
Noreen Yamane

