

# **HAWAI'I COMMUNITY COLLEGE UNIT ANNUAL REVIEW REPORT**

## **Apprenticeship**

**November 15, 2015**

**Review Period**

**July 1, 2014 to June 30, 2015**

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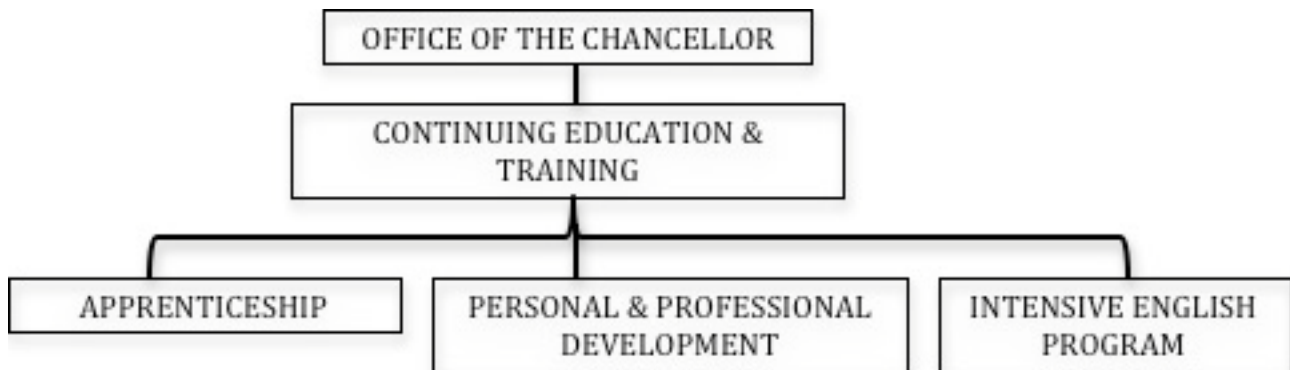
*Program/Unit Review at Hawai'i Community College is a shared governance responsibility related to strategic planning and quality assurance. Annual and 3-year Comprehensive Reviews are important planning tools for the College's budget process. This ongoing systematic assessment process supports achievement of Program/Unit Outcomes. Evaluated through a college-wide procedure, all completed Program/Unit Reviews are available to the College and community at large to enhance communication and public accountability. Please see <http://hawaii.hawaii.edu/program-unit-review/>*

## Unit Description

**Please provide a brief description of your Unit. Include your Unit Mission statement.**

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Hawaii Community College's Apprenticeship Program is a non-credit program under the Office of Continuing Education and Training (OCET) offering classes to registered and indentured apprentices primarily in the construction trades. The Apprenticeship Coordinator runs the program however the OCET staff provides support with registration, purchasing, and hiring of instructors. The instructional faculty for apprenticeship is comprised of casual hires who are regularly employed in a specific trade, College faculty hired on an overload basis, or retired personnel who have the work skills and experience to train apprentices.



The Apprenticeship Programs at Kauai Community College and University of Hawaii Maui College are also under the auspices of the non-credit units on their campus. Honolulu Community College's Apprenticeship and Journey Worker Training Program falls under the Transportation and Trades division.

The College supports the salary of the G-funded Apprenticeship Coordinator position and the instructors, pending a minimum enrollment of 10 apprentices registered for each class is reached. If the numbers fall below the minimum, the Sponsor has the option to compensate the instructor's salary rather than cancelling the class. The College also provides an annual allocation for materials and supplies. All textbooks and materials relative to the needs of a specific class are furnished by the Sponsors. During this reporting period, the College provided \$110,895 in financial support for the Coordinator and lecturers and allocated \$8,000 for materials and supplies.

Apprenticeship is a system of "learning while earning" and "learning by doing". It combines on-the-job training with related and supplemental instruction at school. The apprenticeship system of training is distinctly unique where industry, education, and government are all active partners in this training endeavor.

Each program is individualized by a specific trade or craft skill (carpenters, electricians, plumbers, sheet metal workers, etc ) and recognized and approved by the State of Hawaii's Department of Labor and Industrial Relations (DLIR). A "Sponsor" is any person, employer, association, or organization operating an Apprenticeship Program and whose name the program is, or is to be, registered and approved. Hawaii's Law assigns the Director of the DLIR with the responsibility of administering apprenticeship programs. The University of Hawaii Community Colleges are assigned with the related instructional responsibilities, or the classroom components of these programs.

## MISSION STATEMENT:

The mission of Hawaii Community College's Apprenticeship Program is to comply with the requirements of the Hawaii's Apprenticeship Law (Hawaii Revised Statutes, Chapter 372) that pertain to the community colleges by providing the support required by state registered apprenticeship programs on the island of Hawaii by coordinating and providing related instruction to indentured apprentices.

## Part I. Review of Unit Data

If ARPD data is submitted for your Unit, go the Annual Reports for Program Data (ARPD) website linked below to review the data for your unit.

N/A

## Part II. Analysis of the Unit

**Provide a detailed analysis of the Unit during the review period. If ARPD data is available for your Unit, base this part on the ARPD data from Part 1 and analyze the Unit in terms of Demand, Efficiency, and Effectiveness, and include analysis of any Perkins's Core Indicator(s) for which the Unit's goal was not met. All Units should include and analyze significant Unit actions or changes (e.g., changes to the Unit's services or numbers served, gain/loss of positions, etc.). Also discuss results of prior year's action plan and include any trends or other factors (internal/external) affecting the Unit. Describe and analyze other significant information not included elsewhere.**

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Hawaii Community College's Apprenticeship Program supports the College's mission by providing apprentices the training to develop and improve worker skills and competencies which serves the needs of the industry and the community's workforce. This Program promotes the health and vitality of the Hawaii Island community by providing related instruction for apprentices to train, develop, and improve worker skills and competencies.

The Apprenticeship Program is highly relevant to the needs of local industry within our community and the quantity of apprentices in a specific occupational field is based on industry demand. Recruitment of apprentices is based on Joint Apprenticeship & Training Committee (JATC) meetings from each trade of which the Hawaii Community College Apprenticeship Coordinator is an ex-officio member. The Coordinator is also a member of the Apprenticeship Training Coordinator Association of Hawaii (ATCAH) which consists of various Trade Coordinators/Directors, Department of Labor and Industrial Relations, and U.S. Bureau of Apprenticeship Training representatives, and numerous individuals from State and County. This organization helps the Coordinator to keep abreast of changes and trends of the workforce demands within the community and the state.

Since the Apprenticeship Coordinator was preparing for his retirement effective August 1, 2015, his main focus during this period was to transition the program for an incoming Coordinator. During the summers of 2012 and 2013, the Coordinator spent three months learning about counterpart apprenticeship programs in California, specifically Palomar College in San Diego, hoping to learn new ideas and methodologies to improve his ability to serve the college and the community.

"The ability to adapt quickly to the changing needs of industry is an important key to the viability, sustainability, and success of a program" was a statement made by the retiring Coordinator regarding the

importance of older programs to remain relevant to produce skilled workers for industry through apprenticeship programs. This will be a mantra that the new Apprenticeship Coordinator will follow as apprenticeship will see changes due to new legislation introduced by Congress in 2014.

In July 2014, President Obama signed the Workforce Innovation and Opportunity Act (WIOA) –the first update to the nation’s workforce training program in the 16 years since the passage of the Workforce Investment Act (WIA). A lot has changed since 1998 and our workforce system hasn’t kept up. Low-skilled and low-income workers face more barriers than ever to secure an education and get a job. WIOA improves connections to employment and training opportunities that lead to economic prosperity for workers and their families.

For the first time Registered Apprenticeship Programs can be approved as an eligible training provider by the state as OCET has been in the past for Adult and Dislocated Worker employment and training activities. The Apprenticeship Program has been operating separately from the OCET unit and has been dealing with programs focused within the trades. Moving forward, this Program will be working more closely with the OCET unit and with the College in identifying industry sectors that can incorporate apprenticeship into their businesses, associations, or organizations.

This new initiative will help to invigorate the Apprenticeship Programs with expansion to new areas such as healthcare and information technology. The main action plan for the upcoming period will be to hire a new Coordinator and get him/her up to speed on current processes and key players in apprenticeship statewide. The next steps will be to work collaboratively with these players to determine how Hawaii Community College can incorporate WIOA and expand its programs under this new law.

The number of Apprenticeship Programs at HawCC remained the same over the past year, however enrollment increased. A total of 39 classes were offered with five cancelling due to low enrollment, ending up with enrollment of 259. See appendix 1.

During this period, jobs were not breaking and not all trades were recruiting which was dependent upon whether there would be openings due to retirement. Only the Plumbers and Pipefitters and Sheet Metal unions had openings due to their good pension benefits.

Moving forward, a fresh start will be made considering the new legislation and the Strategic Directions 2015-2020 initiatives.

## **Part I. Review of Unit Data**

**If ARPD data is submitted for your Unit, go to the Annual Reports for Program Data (ARPD) website linked below and review the data for your Unit.**

<http://www.hawaii.edu/offices/cc/arpd/>

The Apprenticeship Program is non-credit and degrees and certificates are not awarded. Measurable data that has a relationship to ARPD data is primarily documented and retained by the unions who request the training, including completed work hours and instructional hours.

### Part III. Action Plan

**Describe in detail the Unit's overall action plan for the current/next academic year. Discuss how these actions support the College's Mission. Include specific action plans to address any barriers or challenges that affect the Unit's efficiency, effectiveness, and operational performance.**

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Since a new Apprenticeship Coordinator will be hired, changes will be made within this Program to work more collaboratively with the OCET unit, with entities other than the trade unions, and to incorporate measurable unit outcomes. Some tactics include:

1. As part of the Hawaii Innovation Initiative, Action Strategy 3, "to continue to support programs that suit Hawaii Island location and environment as well as address critical gaps, to work closely with employers to increase the qualified and skilled workforce base by possibly providing apprenticeship opportunities", we plan to develop an Apprenticeship Advisory Committee. This will allow the Coordinator to work with different sectors to develop new apprenticeship programs. This is in line with similar committees that advise the credit programs.
2. With the establishment of the Palamanui campus in West Hawaii, to research the feasibility of transferring the Apprenticeship Program from the Kealahou High School campus to the Palamanui campus will be explored as an efficiency measure. Although the only Career and Technical Education program currently located at the West Hawaii campus is Culinary Arts, the apprentices could be involved with improvement projects for the Palamanui campus as part of their hands-on learning.
3. The Apprenticeship Program will work with the Assessment Coordinator to create measurable unit outcomes much like the OCET unit has. No feedback from the apprentices has been received regarding the quality of instruction that is provided through the College. As part of the College, the Apprenticeship Program would like to believe we are providing high quality instruction utilizing competent instructors, however there is no measurable tool in place to ensure we are doing so. The addition of the unit outcome, "The Apprenticeship Program and the Sponsors recruit, train, evaluate, and retain outstanding instructors" will provide a method for continuous improvement of the quality of instruction that the apprentices receive. Apprentices will have the opportunity to complete evaluations at the end of every class beginning in the Fall 2015 session. We are hoping to receive above 80% of Strongly Agree responses that the instructors were knowledgeable about the class subject matter and the instructors were responsive to students' needs.

### Part IV. Resource Implications

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**Please provide a brief statement about any implications of current operating resources for the Program. Budget asks are included in the 3-year Comprehensive Review, except for the following that may be included here: health and safety needs, emergency needs, and/or necessary needs to become compliant with Federal/State laws/regulations. Describe the needed item(s) in detail, including cost(s) and timeline(s). Explain how the item(s) aligns with one or more of the Strategic Initiatives of the Hawai'i Community College 2015-2021 Strategic Plan. Identify and discuss how the item(s) aligns with the Initiative's Goal, Action Strategy, and Tactic. [HAWCC Strategic Plan](#)**

No budget asks are requested at this time pending the hiring of the new Apprenticeship Coordinator.

## Part V. Comprehensive Review Information

**Please provide a short summary regarding the last comprehensive review for this Unit. Discuss any significant changes to the Unit since the last comprehensive review that are not discussed elsewhere.**

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The CERC commended the Apprenticeship Coordinator for single handedly leading the Apprenticeship Program. Although in prior Program Reviews a request was made for a 50% clerical position, the Coordinator felt that dwindling enrollment made it unnecessary to consider pursuing the position. The CERC, however, supported the request for the position citing that the complexity of the program and the island-wide reach made it essential to have designated clerical support. Currently the OCET staff provides clerical support to sustain the program however if the Program is to expand, the position will be needed.

Suggestions were made by the CERC regarding missing “pieces” to help the reader better understand the Program. The suggestions included being more succinct with the mission and history, having an organizational chart explaining the relationship of the Program to OCET and the College, and sharing what the funding for the program is. This has been added to the review.

**Required for ARPD Web Submission: Provide the URL to the specific location of this Unit’s last Comprehensive Review on the HawCC Program/Unit Review website (see link on page 1):**

[http://hawaii.hawaii.edu/program-unit-review/docs/2014\\_apprenticeship\\_comprehensive\\_unit\\_review.pdf](http://hawaii.hawaii.edu/program-unit-review/docs/2014_apprenticeship_comprehensive_unit_review.pdf)

## Part VI. Unit Outcomes

**For all parts of this section, please provide information based on the Unit Outcomes assessed in AY 2014-15.**

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The following unit outcomes were developed, however they were not assessed. The incoming Apprenticeship Coordinator will work on developing outcomes that are measurable for the next reporting period.

UO01: Apprentices will develop skills and knowledge to be successful in the workplace

UO01: Apprentices will develop thinking and working skills to be able to make decisions and solve field problems.

UO03: Apprentices, upon completion, will continue to be employed or obtain gainful employment.

### A) Assessment Strategy/Instruments

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**Provide a description of the Unit’s assessment strategy, including the type of work or activities assessed; type of assessment rubrics developed/adopted and used; how and when the assessment was conducted; and how the assessment was analyzed.**

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The on-the-job training aspect of apprenticeship is not controlled or managed by the College and program completion occurs separately from the college schedule so on August 20, 2008, the University of Hawaii Community College Apprenticeship Coordinators agreed that Hawaii’s apprenticeship programs are already functioning in a manner promoting the type of learning outcomes that many existing instructional programs seek. Their decision was that Student Learning Outcomes (SLO’s) would be difficult to define so none of the statewide programs are assessing SLO’s.

## **B) Expected Level of Achievement**

For each assessment conducted during the review year, describe the rubric(s) standards and the benchmark goal(s) for successful achievement of the Unit's Outcomes (e.g., "85% of work orders will have been filled within the original estimated completion time" or "90% of students will report satisfaction with Unit services"). Discuss why this achievement level is expected and how it compares to appropriate service industry standards.

N/A

## **C) Results of Unit Assessment**

Provide a detailed description of the assessment(s) results. Discuss how these results collectively demonstrate achievement of the Unit's Outcomes and support of the College's Mission. Describe how the Unit's assessment results have guided the implementation of changes to improve the Unit's function(s), service(s), delivery, and/or organizational structure during the review period. If no change has been implemented for improvement based on assessment results, discuss any barriers or challenges that have hindered implementing improvements.

N/A

## **D) Other Comments**

Include any additional information that will help clarify the assessment results. Include comparisons to any applicable College or Unit standards, or to any national standards from industry, professional organizations, or accrediting associations. Include, if relevant, a summary of student survey results, graduate-leaver survey, special studies, or other assessment instruments used.

## **E) Next Steps**

Based on the Unit's overall AY 2014-15 assessment results, describe the Unit's intended next steps to improve services in support of the College's Mission of promoting student learning. Discuss plans the Unit has developed for continuous improvement based on assessment results.

Many changes are anticipated for the Apprenticeship Program as there will be a fresh start with new personnel. Here is a summary of the changes that will be made to this program:

- The Apprenticeship Coordinator will be actively involved with the OCET non-credit unit and will not be operating as a separate entity. The Coordinator will also work closely with various CTE programs regarding recruitment openings and placement in apprenticeship positions with various sponsors.
- Measurable unit outcomes will be developed to include assessment of the quality of instruction so feedback can be shared with the Sponsors who provide the instructor.
- An Apprenticeship Advisory Committee comprised of various industries will be formed.
- Involvement in island committees and associations will provide the Apprenticeship Coordinator with a wider scope of industries and organizations to work with.
- Apprenticeship will not be restricted to the union trades and steps will be made to find new sponsors within different industries.
- Keep abreast of WIOA initiatives as it relates to the Apprenticeship Program.

## Appendix 1

### University of Hawaii Community Colleges

#### Enrollment Count Report

Course Start Date Range: 01/Aug/2014 - 30/Nov/2014

Course No.	Custom Section #	Title	Enrollment Status	Start Date	End Date	Total
TRAD1505-001	143A505	CA-A5 Level and Transit (Hilo)	Closed	16/Aug/2014	04/Oct/2014	11
TRAD1505-002	144A555	CA-A5 Level and Transit (Kona)	Canceled	11/Oct/2014	06/Dec/2014	0
TRAD1513-001	144A513	CA-A13 Metal Framing (Hilo)	Closed	11/Oct/2014	13/Dec/2014	12
TRAD1515-001	144A515	CA-A15 Scaffold Erection (Hilo)	Closed	11/Oct/2014	13/Dec/2014	15
TRAD1552-001	143A552	CA-A2 Math for Carpenters (Kona)	Closed	16/Aug/2014	04/Oct/2014	13
TRAD1553-001	144A553	CA-A3 Blueprint Reading Drawing (Ko	Closed	11/Oct/2014	13/Dec/2014	13
TRAD1570-001	143A570	CA-A70 OSHA	Closed	04/Oct/2014	04/Oct/2014	15
TRAD1571-001	143A571	CA-A71 First Aid	Closed	13/Sep/2014	13/Sep/2014	13
TRAD1602-001	143A602	IE-2A Conduit Bending / IE-2B Reside	Closed	16/Aug/2014	22/Nov/2014	4
TRAD1700-001	144A700	Plumbing - Related Instruction (Honok	Closed	11/Oct/2014	15/Nov/2014	1
TRAD1710-001	143A710	Plumbing - Hands On: PL 31 Introducti	Closed	06/Sep/2014	27/Sep/2014	1
TRAD1750-001	143A750	Refrigeration A/C - Related Instruction	Closed	20/Aug/2014	25/Nov/2014	8
TRAD1750-002	143A760	Refrigeration A/C - Related Instruction	Closed	12/Aug/2014	25/Nov/2014	5
TRAD1770-001	143A770	Refrigeration A/C - Hands On: Gen. C	Closed	06/Sep/2014	27/Sep/2014	9
TRAD1771-001	143A771	Refrigeration A/C - Hands On: RC-11	Closed	06/Sep/2014	27/Sep/2014	2
TRAD1771-002	143A772	Refrigeration A/C - Hands On: RC-11	Closed	01/Nov/2014	22/Nov/2014	2
TRAD1801-001	143A851	Masons' & Plasterers' Apprenticeship	Closed	02/Aug/2014	22/Nov/2014	12
TRAD1801-002	143A802	Masons' & Plasterers' Apprenticeship	Closed	16/Aug/2014	13/Dec/2014	13
TRAD1900-001	143A900	Sheet Metal Apprenticeship (Hilo)	Closed	09/Aug/2014	22/Nov/2014	2
TRAD1900-002	143A950	Sheet Metal Apprenticeship (Kona)	Closed	09/Aug/2014	22/Nov/2014	2
						153

### University of Hawaii Community Colleges

#### Enrollment Count Report

Course Start Date Range: 01/Jan/2015 - 30/May/2015

Course No.	Custom Section #	Title	Enrollment Status	Start Date	End Date	Total
TRAD1504-001	151A504	CA-A4 Concrete Form Construction (H	Closed	10/Jan/2015	02/May/2015	14
TRAD1509-001	151A509	CA-A9 Blueprint Reading Estimating (	Canceled	10/Jan/2015	02/May/2015	4
TRAD1552-002	151A502	CA-A2 Math for Carpenters (Hilo)	Canceled	10/Jan/2015	28/Feb/2015	1
TRAD1553-002	151A503	CA-A3 Blueprint Reading Drawing (Hil	Canceled	07/Mar/2015	02/May/2015	1
TRAD1557-001	151A557	CA-A7 Rough Framing (Kona)	Closed	10/Jan/2015	02/May/2015	13
TRAD1558-001	151A558	CA-A8 Finishing (Kona)	Canceled	10/Jan/2015	02/May/2015	3
TRAD1603-001	151A603	IE-3 Electrician (Wireperson) (Hilo)	Closed	17/Jan/2015	02/May/2015	9
TRAD1700-002	151A700	Plumbing - Related Instruction: PL-09	Closed	28/Feb/2015	11/Apr/2015	1
TRAD1710-002	151A710	Plumbing - Hands On: PL-36 Plumbing	Closed	24/Jan/2015	14/Feb/2015	1
TRAD1750-003	151A750	Refrigeration A/C - Related Instruction	Closed	14/Jan/2015	06/May/2015	6
TRAD1750-004	151A760	Refrigeration A/C - Related Instruction	Closed	13/Jan/2015	05/May/2015	4
TRAD1770-002	151A770	Refrigeration A/C - Hands On: RC-23	Closed	28/Feb/2015	21/Mar/2015	6
TRAD1770-003		Refrigeration A/C - Hands On: RC-10	Closed	17/Jan/2015	07/Feb/2015	1
TRAD1770-004		Refrigeration A/C - Hands On: RC-28	Closed	11/Apr/2015	02/May/2015	2
TRAD1771-003		Refrigeration A/C - Hands On: RC-11	Closed	04/Apr/2015	25/Apr/2015	1
TRAD1801-003	151A801	Masons' & Plasterers' Apprenticeship	Closed	03/Jan/2015	09/May/2015	15
TRAD1801-004	151A851	Masons' & Plasterers' Apprenticeship	Closed	10/Jan/2015	16/May/2015	11
TRAD1900-003	151A900	Sheet Metal Apprenticeship (Hilo)	Closed	10/Jan/2015	25/Apr/2015	1
TRAD1900-004	151A950	Sheet Metal Apprenticeship (Kona)	Closed	10/Jan/2015	25/Apr/2015	2
						96