College Mission Statement
Honolulu Community College’s mission is to:

- Serve the community as an affordable, flexible, learning centered, open-door comprehensive Community College that meets the post-secondary educational needs of individuals, businesses, and the community.
- Serve the Pacific Rim as the primary technical training center in areas such as transportation, information technology, education, communications, construction, and public and personal services.

Program Mission Statement
The Applied Trades program's mission is to provide students who are in a state or federally approved apprenticeship program with the opportunity to attain an Associate's Degree in Applied Science.

Part I: Quantitative Indicators for Program Review
(See Updated Data Sheets for All Instructional Programs)

Part II: Analysis of the Program

- What are the strengths of this program?
  - The curriculum is integrated and cohesive, designed by the learning community (comprised of HCC and PHNSY trade theory instructors), and assignments are related to work duties. Students are pre-selected and become paid employees so there is a very high completion rate and there are many honor roll students. Also, graduates advance to higher positions at PHNSY upon completion of the program.

- What are the weaknesses of this program?
  - It is limited to people who meet criteria and are selected by PHNSY. Although it is funded by a contract, we do not have general funded positions so we have to look for teachers every term.

- What opportunities exist for the program?
  - We have a funding contract for the next 4 years.

- What challenges (threats) exist for the program?
  - PHNSY has discontinued their apprenticeship program in the past due to loss of funding or changes in priorities.

- Are the measurement of your Program and Course SLOs providing adequate information to evaluate student learning or should new measures be developed?
  - The measures are working well so far but we need to continue developing the measures.

- How do you know that students are achieving your stated Program SLOs?
  - We know this through Knowledge Surveys, Writing Samples, Job Evaluations, Promotions, Program Completion Rates, and Grades.

- What kinds of evidence can you provide? (You don’t have to include the evidence in this report. Just list some of the ways that you collect evidence on
student learning. Examples include knowledge surveys, projects, writing samples, observations, portfolios, performance tests, capstone experiences, etc.)
  o Knowledge Surveys, Writing Samples, Job Evaluations, Promotions, Program Completion Rates, and Grades.
• Does the program have sufficient resources to promote student learning? Are other resources needed such as personnel, facilities, or equipment? If additional resources are required, what evidence/rationale is there to support this?
  o Yes.
• Do all of your instructors (both faculty and lecturers) include the course (not program) SLOs into their syllabus? How do you ensure that everyone is doing so?
  o We can check to make sure that all instructors include course SLOs in their syllabus.
• Where do the instructors get the course SLOs from? (Do they get them from the program coordinator? From the division secretary? From the HCC Website?)
  o Learning community met with the Division Chairs to develop SLOs.
• Are all safety issues addressed?
  o Definitely.

Part III: Action Plan
• What tasks/goals have you accomplished from your previous action plan items on last year’s annual review report?
  o Regular SLO assessment.
• What tasks/goals have you set for the upcoming year (Fall 2007/Spring 2008)?
  o Online Assessment.
• Who will be responsible for completing these tasks/goals?
  o Cooperative Education coordinator will insure that faculty reviews and assesses data.
• What is the timeline for achieving these tasks/goals?
  o End of the school year.

Part IV: Resource Implications (physical, human, financial)
• Are there any budgetary impacts for carrying out your action plan?
  o No.
• Do any of your action plan items require integration into the strategic plan? (If so, have you notified your division chair / Dean of this action?)
  o All goals are part of the contract.

Part V: Strategic Planning Items
• Does your program have any funding requests on the current strategic plan (equipment, positions, etc.)? If yes, please write an explanation on how your program review report supports the need to fund the program’s strategic plan request.
  o Not at this time