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 Sheet Metal & Plastics Technology program’s mission is to serve the community as a learning-centered, open door program that provides technical training to meet the demands of the sheet metal and plastics industry and the needs of the individual. An open-exit option allows the students to identify their career objectives and participate in program exploration.

Part I: Quantitative Indicators for Program Review

<table>
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<th>Fall of Year</th>
<th>2005</th>
<th>2006</th>
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<tr>
<td>Annual New and Replacement Positions State</td>
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<td>SSH for Program Majors all Program Classes</td>
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<td>SSH for non program majors in all program classes</td>
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</table>
Part II: Analysis of the Program

- List the names of your instructional faculty who taught in the Fall 2008 / Spring 2009 semesters. **Assistant Professor Danny Aiu**

- List the names of your instructional lecturers who taught in the Fall 2008 / Spring 2009 semesters. **NONE**

- List the names of any non-instructional (support) faculty or staff in your program for the Fall 2008 / Spring 2009 semesters (if not applicable, just skip). **NONE**

- **What are the strengths of this program?** The close working relationship between HCC and the Hawaii Sheet Metal Workers Union is without a doubt SMP’s greatest strength. Consistent offers of jobs and scholarships along with classroom content input for long term planning.

- **What are the weaknesses of this program?** The one weakness that keeps showing its self is the lack of a consistent Equipment Repair / Replacement Budget. SMP has been able to upgrade old and unsafe equipment within the SMP shop, but a Repair / Replacement Budget is a moving target that depends on the economic situations that affect our entire campus. SMP has worked with Ken Kato and James Niino to do the best we can with what is available to keep equipment operating for SMP and APPRENTICESHIP students.

- **What opportunities exist for the program?**
  - SMP needs to do more external fund raising to keep pace with materials and maintenance costs. SMP has done well with on campus fund raising but I feel we have oversold this market and looking at things like the stadium swap meet might work well for our program.

  - Computer Numeric Control machine operations are being done by our SMP student right now. This one area that has taken over most of the fabrication operations. This might be a new training option for manufacturing or the shipyards.

- **What challenges (threats) exist for the program?** The biggest challenge is the rising cost of raw materials, steel sheets alone have increased from $19.25 to $42.25 in just 5 years. We have had increases in other basics like Drill Bits, Solder, Rivets, Screws, Lubrication Oils, Replacement Hand Tools, Plastic Sheets, and Plastic Welding Rods. These increases have been between 20% – 40%, with only one decline in the price of Drafting Paper dropping 25%. Our administration has helped with maintaining our existing budget, but cuts that will come with an economic downturn will cause SMP to do more classroom theory and less hands-on fabrication applications.

- **Are the measurement of your Program and Course SLOs providing adequate information to evaluate student learning or should new measures be developed?** Input from our Trade advisory committee, student project / evaluation data, and graduation data, have provided adequate information to date.
• **How do you know that students are achieving your stated Program SLOs?**

  Students are given 18 text quizzes and 2 exams to evaluate their classroom retention over the course of 2 semesters. The most telling results come from 32 drafting assignments and 64 lab fabrication projects. Students have to take text, lecture, and example from theory to physical application. Students need to complete a minimum of 55 of 64 projects over the course of 2 semesters. Student achievement in this area is evident, due to the fact that each project needs to fit a specific required dimension to receive a passing grade.

• **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.)**

  The text exams and project results are on Excel spreadsheet that I use to keep track of all my students grades. If required I can provide project details and photos of hands-on projects done by SMP students in various parts of the HCC campus. The campus construction projects have a huge impact on student learning outcomes.

• **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?**

  I have always pushed for up-dated equipment and with the administrations help the SMP program has been elevated this past 7 years. The major concern of running a program with mechanical equipment is the lack of a consistent Repair / Replacement Budget.

• **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?**

  I'm the only instructor, so yes students get a copy of their course SLO's with their syllabus and the SMP course map is posted in the entry of SMP’s building #17.

• **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?)**

  They were developed by way of collaboration between Jerry Cerney, The SMP Trade Advisory Committee, and my self.

• **Are all safety issues addressed?**

  Yes, our administration has never wavered on any safety issue brought to the table, their consistent actions keep our students out of harm's way. SMP students take turns doing a weekly shop safety inspection checklist which keeps them mentally focused on safety and informs me of concerns that I might have missed. Students from Chulee Groves classes have also been doing safety inspections of Building #17’s shop.
Part III: Action Plan

- What tasks/goals have you accomplished from your previous action plan items on last year’s annual review report (include any strategic planning items that were funded / not funded – if not funded, where was your item prioritized on the strategic plan)?

2. Assemble and install New Drafting Tables & Chairs in SMP class, Fall 2008.
3. Install Parallels and Drafting surfaces on new Tables, Spring 2009.
4. SMP as well as HCC need to do more promotional events like HS2HCC, giving a hands-on view of what is available to students.

- What tasks/goals have you set for the upcoming year (Fall 2009 / Spring 2010)?

1. Design and Fabricate and Install Skylight / Gravity Vent for SMP building that will reduce our need to turn on overhead lighting on sunny days as well as venting built up heat from the building.

2. Replace broken glass windows in SMP shop with student made Plastic ones.

3. Set-up and Install New Box and Pan Brake, replacing older damaged unit.

- Who will be responsible for completing these tasks/goals? The design, fabrication and installation will be done by SMP students and my self.

- What is the timeline for achieving these tasks/goals? Spring 2010.

Part IV: Resource Implications (physical, human, financial)

- Are there any budgetary impacts for carrying out your action plan?

  Yes, all the items carry a financial implication, but for items 1 through 3 SMP will try to use our existing budget due to the fact that we swapping existing fabrication projects to accomplish these tasks.

  Promotional events in which we do hands on participation and give the projects away upon completion, SMP does not budget for this, we use some of the funds raised from selling dustpans and charcoal starters.

- 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?)

  Yes they could be and our Division Chair / Dean were at the Trade Advisory Meeting when these were brought up. I like to keep them as our SMP goals being that the work and planning is done by our students.
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.*

  SMP’s Strategic plan was first presented to the Trade Advisory Committee in September 2007, and four areas of concern were listed.

  - **Increase Promotional Events, 2009-2011.** $400 supplies.
    SMP as well as HCC need to do promotional events to make sure students know what is available to them.

  - **Pursue additional training & classroom space. 2009-2011**
    Drafting, Blueprint Reading, and CAD/CAM require table space and with amount of Apprentice and SMP classes, classroom space is at a premium.

  - **Replace existing Box and Pan Brake with new unit. 2008-2009**

**Completed Projects**

- **Updated video and media library, 2007-2009.** ($1,875.00 est.)
  Will enable instructors to more effectively and completely teach key elements of their courses and will contribute to establishing and maintain curricula which are current and include the latest developments within the industry.

Ross,

I could not find my word doc file for the April 2009 Trade Advisory Meeting. I will run you a copy and put it in your tray.

Below are the 2 previous meetings.

Danny Aiu
#237
Call to Order
Meeting was called to order at 11:00 a.m.

Introductions

Approval of Minutes
Minutes were approved

Committee Reports / Announcements
Danny Aiu:
Distributed the SMP Annual Program Review to Committee members
Agreed to email/send mapping of Course SLOs and Program SLOs
Mentioned that any donated materials would be greatly appreciated given the severe budget crisis.

Ken Kato:
Reported that the State Legislature appropriated money at the beginning of the year, but subsequently restricted and reduced the UH (4.5 Million)/UHCC (3 Million)/HCC operating budget. Ken further indicated that there might be additional reductions and/or restrictions (approximately 1% of HCC budget). The Governor restricted 3.9 M. UHCC’s portion is 1 million.

Unfinished Business
None

New Business
Update on mobile lab
Danny reported that there was damage to SMP shop equipment. The Sheer blade is damaged and could potentially be a safety problem (e.g., lacerations)

Other Business
Danny also informed the Committee that SMP lacks classroom space. Given that fact that the curriculum is expanding, alternative sites/locations will need further consideration.

Update on Construction Academy Mobile Lab: The Construction Academy has not received the bill of sale and as such cannot have the vehicle licensed. Consequently, the Mobile Lab has not yet been fitted with equipment.

Adjournment
Meeting adjourned 11:50 p.m.
Next meeting scheduled for Thursday, April 23, 2009
SHEET METAL AND PLASTICS
ADVISORY BOARD MEETING
Building 6, Room 101
Thursday, August 14, 2008
11:00 – 12:00 p.m.

Present:
Danny Aiu, Associate Professor
Neal Arita, Industry Management Representative, Heide & Cook
Ken Kato, Vice Chancellor of Administrative Services
Roger Nagata, Administrator, Hawai`i Sheet Metal Workers Training Fund
Rick Paulino, Training Coordinator, Hawai`i Sheet Metal Workers Training Fund
Mark Silliman, Dean of Transportation and Trades
Mike Afuso, Business Representative, SMWIA Local 293
Harry Uyema, Executive Secretary, Sheet Metal Contractors Association

Guest: Michael Rota, Interim Chancellor

Absent/Excused:

Approval of Minutes
Minutes were approved

Reports / Announcements
Danny Aiu:
Thus far, Fall 2008 SMP enrollments total 13 students. Late registration runs until August 25. Danny’s class can take up to 25 students.
Most SMP students get scholarships.
New tables have been placed in the classroom and old tables will be stored even though the College is very short on storage space.
Funding for the tables came from the Apprenticeship program.

Ken Kato:
The State Legislature appropriated money at the beginning of the year, but subsequently restricted and reduced the UH (4.5 M)/UHCC (3 M)/HCC operating budget. Mike Rota explained that the University budget cuts were based on a formula relating to General Fund and Tuition and Fees.
The Governor restricted 3.9 M. UHCC’s portion is 1 million.

Mark Silliman
SMP program received Perkins funding for Technology Enhancement ($5,080)
Summer 2008 Construction Academy exposed the students to Sheet Metal and Plastics as part of a comprehensive overview of the many fields in the trades.
The Construction Academy has also purchased a mobile lab that can be ported to various high school to provide exposure to Welding and Sheet Metal.

Rick Paulino
Rick will work on getting VHS tapes to Danny for conversion to DVD.

Adjournment
Meeting adjourned 12:00 p.m.
Next meeting scheduled for Thursday, November 13th, Bldg 4B Apprenticeship Conference Room.