




UNIVERSITY of HAWAII  
**HONOLULU**  
COMMUNITY COLLEGE

August 1, 2013

To: Pearl Imada Iboshi  
Institutional Research

From: Erika Lacro  
Chancellor 

Subject: REQUEST TO CHANGE CIP CODE ASSOCIATED WITH HONOLULU  
COMMUNITY COLLEGE'S APPLIED TRADES PROGRAM

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Per our previous discussions, I am requesting that the CIP code that is currently assigned to HCC's Applied Trades program (15.0699) be changed to 46.0000, effective retroactively to AY 2012-13.

The current CIP of 15.0699 is entitled "Industrial Production Technologies/Technicians, Other." This code classifies the Applied Trades program as a STEM program ([https://www.hawaii.edu/institutionalresearch/stemMajors.action?reportId=STEM\\_MAJORS#88](https://www.hawaii.edu/institutionalresearch/stemMajors.action?reportId=STEM_MAJORS#88)). The STEM classification is clearly inappropriate for this program, which is designed for students in federally approved apprenticeship programs at the Pearl Harbor Naval Shipyard. The program student learning outcomes reflect the applied nature of the program, and the required coursework (outside of general education courses) consists of trade theory and general experience training.

The Dean and Division of the Transportation and Trades Division, under which the APTR program falls, both agree that a more accurate designation of the program would be CIP 46.0000, entitled "Construction Trades, General."

Due to the fact that the current STEM designation adversely impacts HCC's performance measure related to STEM goals/completion, we are requesting that this change be effective retroactively to AY 2012-13, so that HCC's performance measures more accurately reflect its programs.

The APTR program description is attached to this memo.

## APTR - Applied Trades

**WEBSITE:** <http://tech.honolulu.hawaii.edu/aptr>

**PROGRAM MISSION:** The Applied Trades (APTR) program's mission is to provide students who are in state or federally approved apprenticeship programs an opportunity to earn an Associate in Applied Science (AAS) degree.

**PROGRAM DESCRIPTION:** Any person who has completed or is enrolled in a State of Hawai'i or a Federally approved Apprenticeship Program or an approved Pearl Harbor Naval Shipyard (PHNSY) Cooperative Education Training sequence is eligible for admission to the Honolulu Community College Associate in Applied Science degree program in Applied Trades.



*Student works on sheet metal fabrication.*

### **STATE OF HAWAII AND FEDERALLY APPROVED APPRENTICESHIP PROGRAMS (EXCEPT PHNSY):**

Persons who have completed all the "work process hours" and "related instruction" necessary for journey worker status in their respective trades will receive up to 45 credits for this training. These credits will apply toward the "Major courses" requirement of the Honolulu Community College Associate in Applied Science degree in Applied Trades. Credits will be granted for apprenticeship hours as follows:

Five (5) credits will be awarded for each 144–160 hour segment of related classroom instruction

Seven (7) credits will be awarded for each 2000 hour segment of work process.

A minimum of 15 general education credits which are distributed among specific groups of courses including Communications, Quantitative and Logical Reasoning, and three other course clusters are also required.

Persons completing apprenticeship programs of less than four years in duration will need to take additional recommended courses to meet the minimum 60 credit requirement for this degree.

### **PEARL HARBOR NAVAL SHIPYARD COOPERATIVE EDUCATION TRAINING:**

The PHNSY-IMF Apprenticeship Training Program is administered through a contract between Honolulu Community College and the Pearl Harbor Naval Shipyard – Intermediate Maintenance Facility (PHNSY IMF). These guidelines are very specific and must be adhered to in order for the students to be eligible for conversion to career conditional appointments (permanent positions).

The PHNSY Apprenticeship Program incorporates a Learning Community model in which the faculty and Trade Theory instructors collaborate to achieve the Student Learning Outcomes (SLOs) listed below. Cooperative Education enables students to apply classroom/lab experiences to actual work performance.

**PROGRAM STUDENT LEARNING OUTCOMES (SLO):** Upon successful completion of the PHNSY Apprentice Training Program, students will be able to:

- Demonstrate communication skills (read critically, write effectively, speak with clarity, and listen actively)
- Use Mathematics (algebra, geometry and trigonometry) to solve work-related problems
- Demonstrate positive work habits and ethical behavior.
- Demonstrate knowledge of Physics (fluids, mechanical, electrical and thermal).
- Demonstrate drafting and plan reading skills.
- Analyze and evaluate information: Identify factors, analyze implications, and solve problems.
- Use technology effectively (word processing, spreadsheets, software, and equipment).
- Apply knowledge and skills gained in the classroom to perform work duties on the waterfront.

The PHNSY Cooperative Education training sequence includes a minimum of 780 hours of approved PHNSY Trade Theory and General Experience Training (26 credits), Cooperative Education - WORK 194V (10 credits), a minimum of 750 hours of work experience, and 25 credits of general education and technical support courses. PHNSY Trade Theory and General Experience Training are converted to credits upon completion of certification (30 training hours = 1 credit). This curriculum qualifies participants for conversion to career-conditional appointment (full-time permanent employment) and also satisfies the requirements of the Honolulu Community College Associate in Applied Science Degree in Applied Trades.

**PHNSY PROGRAM REQUIREMENTS:**

Program Prerequisites: Placement in ENG 100 Placement in Math 24/50	Associate in Applied Science Degree Credits
<i>Apprenticeship Training (PHNSY Training Sequence)</i>	26
<i>ENG 100 Composition I</i>	3
<i>SP 251 Principles of Effective Public Speaking</i>	3
<i>IEDD 101 Basic Drafting and Blueprint Reading</i>	3
<i>AMST 202 Diversity in American Life</i>	3
<i>MATH 50 Technical Mathematics I</i>	3
<i>MATH 55 Technical Mathematics II</i>	3
<i>PHYS 100 Survey of Physics</i>	3
<i>PHYS 100L Survey of Physics Laboratory</i>	1
<i>PSY 180 Psychology of Work</i>	3
<i>WORK 194 Cooperative Education (Federal Work Cycle)</i>	10-12
<b>Minimum Credits Required</b>	<b>61-63</b>

**NAVAL FACILITIES ENGINEERING COMMAND (NAVFAC):**

**CERTIFICATE OF COMPLETION:** The Applied Trades Certificate of Completion was created at the request of the Department of the Navy Human Resources Service Center Pacific, to meet the employment needs in a variety of maintenance-related occupations.

**NAVFAC PROGRAM REQUIREMENTS:**

Program Prerequisites: A minimum of 640 hours of supervised work experience Recommended Prep: Placement in ENG 22/60 or ESL 23; and MATH 50	Certificate of Completion Credits
<i>OESM 101 Introduction to Occupational Safety and Health</i>	3
<i>ICS 100 Computing Literacy and Applications</i>	3
<i>APTR 193V Cooperative Education</i>	4
<b>Minimum Credits Required</b>	<b>10</b>

**COST OF TEXTBOOKS/SUPPLIES FOR PHNSY APTR PROGRAM:** General education texts average \$25–\$200 each. Supplies average \$25–\$180.

**ADVISORS:**

James Niino, Apprenticeship Coordinator, Honolulu Community College  
 Jeannie Shaw, Education Coordinator Pearl Harbor Apprentice Program, Honolulu Community College  
 Beverly Higa, Interim Apprentice Program Administrator, Pearl Harbor Naval Shipyard & IMF