FIRST FOLLOW-UP REPORT:  
A RECORD OF PRESIDENTIAL APPROVAL  
TO TASK FORCE RECOMMENDATIONS FOR  
Apprenticeship Programs, 9/21/10

With input from the Cabinet, the President makes final approval of program review recommendations. This report articulates those decisions. Approval of task force recommendations requiring funds beyond the base budget of the reviewed unit is not tantamount to receipt of additional funds. Those funding requests must be channeled through the institutional budget process. Nonetheless, special consideration will be given to requests stemming from program review recommendations.

A progress report toward implementation of recommendations must be drafted one year following completion of the task force report by the chairperson. The report will be sent electronically to the Special Assistant to the President for Strategic Planning & Analysis for college-wide distribution and archiving. Recommendations not achieved within a year are to become "objectives" in the corresponding unit plan to ensure a continued focus on their achievement.

The President approves the recommendations of the task force as displayed below.

Approved Recommendations

1. Develop objectives within the Apprenticeship Unit of the College’s Strategic Planning System that address issues at both campuses and all programs within the apprenticeship umbrella.
2. Develop marketing and recruitment strategies for the apprenticeship programs (e.g., brochures, flyers, web pages, articles in trade journals or magazines). Special attention and recruitment should be directed toward events & career fairs that target women and persons in under-represented classes.
3. Promote the College’s apprenticeship training programs to women and underrepresented classes at career fairs and events. Have the College’s Enrollment Development Coordinators (Recruiters) and Apprenticeship Directors meet to discuss recruitment strategies for the programs.
4. Develop articulation agreements that allow apprenticeship students and/or apprenticeship graduates to articulate into College AAS programs (e.g., Construction Management Technology or Electronics Engineering Technology) or CCC programs (e.g., Drafting or Electronics Technician).
5. Develop reports from Datatel to provide annual data on completion rates in relation to apprenticeship cohort groups and to provide data (student names and numbers/percentages) of apprenticeship completers who have continued their education at HCC in another program (undergraduate or PSAV).
6. Request that apprenticeship training directors provide copies of all pertinent state completer certifications to the College for each graduate once all responsibilities have been fulfilled at the state level. This certification information should then be placed into the Datatel system for future use.
7. Initiate paperwork to place the Telecommunication Technician program on moratorium for program deletion and replace with the state’s newly developed Field Service Engineer PSAV apprenticeship program. Also, monitor the Carpentry program and place it on moratorium in another year, if enrollment continues to decline.
8. Work with Student Services staff and request that Orientation Advisor/Coordinators at each campus meet with students during the “New Apprenticeship Student Orientations” to explain the College policies and services and to promote course registration information on math and computer courses.
9. Provide the College’s academic advisors with Apprenticeship program and course information so that current and potential apprenticeship students can meet and receive appropriate information/guidance. (e.g., Course sequencing for each program, articulation agreements for graduates and apprenticeship director contact information).

10. Schedule a meeting between the College’s Director of Community Government Relations and the four Apprenticeship Directors to discuss matters affecting apprenticeship students and programs at the state level.

11. Schedule class meetings with apprenticeship students in their final year to discuss the College’s articulation agreements and opportunities for continuing their education and potential scholarship opportunities.