<table>
<thead>
<tr>
<th>Program</th>
<th>Program Coordinator and Contact Information</th>
<th>Accreditation or Certification Commission</th>
<th>Accreditation Status</th>
<th>Accreditation Cycle and Next Review Date</th>
<th>Recommendations from last visit and Cost estimates to implement</th>
<th>Advisory Committee (Highly involved, somewhat involved, little involvement)</th>
<th>Industry Approved Program Learning Outcomes (PLOs)</th>
<th>No. of Annual Graduates</th>
<th>Faculty Academic Preparation</th>
<th>Overall Program Health Indicator</th>
<th>Articulation Agreements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Culinary Arts</td>
<td>Ronald Takahashi 734-9485 <a href="mailto:rtakahas@hawaii.edu">rtakahas@hawaii.edu</a></td>
<td>American Culinary Federation Foundation, Inc. Accrediting Commission (ACFFAC)</td>
<td>Current</td>
<td>5 years as of 2007 Expires June 30, 2012</td>
<td>See Appendix 1</td>
<td>Highly involved</td>
<td>See Appendix 2</td>
<td>42</td>
<td>14.5 meet MQ</td>
<td>Healthy</td>
<td>DOE-UHCC Master Articulation</td>
</tr>
<tr>
<td>Hospitality and Tourism Education Department</td>
<td>Dave Evans – Department Chair <a href="mailto:davee@hawaii.edu">davee@hawaii.edu</a></td>
<td>Accreditation Commission for Programs in Hospitality Administration (ACPHA)</td>
<td>Seven (7) years 2007 – Summer 2014</td>
<td>Annual reports covering all aspects of program life are required – The HOST department will begin the process for continued accreditation in 2013</td>
<td>See Appendix 3</td>
<td>The advisory members of the travel and tourism and hotel and restaurant advisory boards were highly involved in the self-study itself and the subsequent validation of the self-study. The self-study involved</td>
<td>The nine program SLOs or PLOs were presented, discussed and approved by the advisory boards at the Spring 2009 meeting. At the Spring</td>
<td>94 (2009 - 2010)</td>
<td>12 meet MQ</td>
<td>Healthy</td>
<td>Travel and Tourism Cautionary</td>
</tr>
</tbody>
</table>

HPU – Will take the majority of our major courses in Hotel and Restaurant and Travel and Tourism
UNLV – Will

Hotel and Restaurant
Healthy
Travel and Tourism Cautionary
CCs and UH Mānoa TIM School (HOST 100 and 101)
seven standards and each standard was comprised of four industry/advisory board members along with a student and HOST faculty member. 2010 meeting activities, projects and assignments were discussed with the advisory boards that could serve as valuable evidence to validate the program’s SLOs.

<p>| Medical Assisting | Lynn Hamada <a href="mailto:lynn@hawaii.edu">lynn@hawaii.edu</a> | Commission on Accreditation of Allied Health Education Programs (CAAHEP) | Accredited, 2001, fully accredited till September 2011 | 2001, 10 years (max), next review date postponed to August 2010, study due ca. May 2010 | No major recommendation, annual monitoring of program indicators $43,000 (two cohorts/year)** | Somewhat involved | In review cycle | CA, 20-25, AS, 16-20 | Hamada, RN, MPH Dorado, CMA, AS, baccalaureate in progress | Healthy Up-to-date | take the majority of our Hotel and Restaurant major courses |</p>
<table>
<thead>
<tr>
<th>Medical Laboratory Technician</th>
<th>Sally Pestana, Acting PD, pestana, @hawaii.edu</th>
<th>National Accreditation Agency for Clinical Laboratory Sciences (NAACLS)</th>
<th>MLT, accredited, 2008, full accredited till 2015 Phlebotomy 2008, 4 years</th>
<th>2008, 7 years (max), next study due 2014, visit 2015 Phlebotomy study due 2012, visit 2013</th>
<th>No major recommendation, annual monitoring of program indicators $32,000 (two cohorts/year)**</th>
<th>Involved, shares same committee with UH Manoa Med Tech program</th>
<th>In review cycle</th>
<th>8-16</th>
<th>Pestuna, B.S., MT</th>
<th>Healthy</th>
<th>Up-to-date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nursing</td>
<td>Karen Boyer <a href="mailto:kboyer@hawaii.edu">kboyer@hawaii.edu</a></td>
<td>Hawai’i State Board of Nursing National League for Nursing Accrediting Commission, Inc. (NLNAC)</td>
<td>Current</td>
<td>Board of Nursing Fall yearly NLNAC 2013 (8 year cycle)</td>
<td>BON no recommendations NLNAC: Learn how to write Systematic Program Evaluation; every instructor to attend national conference; change curriculum from medical model; include student learning objectives and competencies that have clear evaluation with data; utilize simulation. Cost for faculty development &amp; travel: $70,000 (2010-2013)</td>
<td>Highly involved through annual meeting &amp; communication throughout year regarding clinical facilities.</td>
<td>Need to develop new Program Learning Outcomes with Advisory Committee</td>
<td>70</td>
<td>MSN 21 meet MQs</td>
<td>Cautionary</td>
<td>UH-Hilo BSN</td>
</tr>
<tr>
<td>Program</td>
<td>Contact Information</td>
<td>Accreditation Details</td>
<td>Program Details</td>
<td>Notes</td>
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</tr>
</tbody>
</table>
| Occupational Therapy Assistant | Carol Paul-Watanabe, paulwata@hawaii.edu, X9227  
Karen Oshiro, koshiro3@hawaii.edu, x9229 | Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA) | Accredited to 2013  
Last visit, 2003, 10 years (max), self-study submission 2012  
No major recommendation, annual monitoring of program indicators $33,000 (two cohorts/year)**  
Involved in review cycle 12-16 | Cautionary  
MQ is a juris doctorate (J.D.) degree. Susan Jaworowski  
Hawaii Pacific University. |
| Paralegal Asst Prof. Susan Jaworowski, Program Director, Paralegal Program; 734-9102; susanjaw@hawaii.edu | Approved by the American Bar Association Standing Committee on Paralegals | In good standing  
7 year approval cycle; next report due May 2011; site visit scheduled after report is accepted. | The Advisory Committee is involved with the program. Recent activites include reviewing and making recommendations on course offerings, review of program SLOs, and assistance in establishing a focus group of employers. | Cautionary |
<table>
<thead>
<tr>
<th>Program</th>
<th>Name</th>
<th>Email</th>
<th>Phone</th>
<th>Last Site Visit</th>
<th>Next Study Due</th>
<th>Next Visit</th>
<th>Major Recommendations</th>
<th>Annual Monitoring of Program Indicators</th>
<th>In Review Cycle</th>
<th>Up-to-date</th>
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</thead>
<tbody>
<tr>
<td><em><em>Phlebotomy</em> (Non-credit)</em>*</td>
<td>Sally Pestana,</td>
<td><a href="mailto:pestana@hawaii.edu">pestana@hawaii.edu</a>, 9235</td>
<td></td>
<td>2008</td>
<td>2012, visit 2013</td>
<td>No major recommendation, annual monitoring of program indicators</td>
<td>Involved</td>
<td>In review cycle</td>
<td>12</td>
<td>Pestuna, BS, MT</td>
</tr>
<tr>
<td></td>
<td>National Accreditation Agency for Clinical Laboratory Sciences (NAACLS)</td>
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<td></td>
<td></td>
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</tr>
<tr>
<td><strong>Physical Therapist Assistant</strong></td>
<td>Jill Wakabayashi,</td>
<td><a href="mailto:jawakaby@hawaii.edu">jawakaby@hawaii.edu</a>, x398</td>
<td></td>
<td>2009</td>
<td>2018</td>
<td>Substance abuse policy, tracking policy; annual monitoring of program indicators</td>
<td>Involved</td>
<td>In review cycle</td>
<td>12-14</td>
<td>Wakabayashi, PTA, MPH</td>
</tr>
<tr>
<td></td>
<td>Ann Low,</td>
<td><a href="mailto:alow@hawaii.edu">alow@hawaii.edu</a>, x9387</td>
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<tr>
<td></td>
<td>Harry Nakayama,</td>
<td><a href="mailto:hnakayam@hawaii.edu">hnakayam@hawaii.edu</a>, x9252</td>
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<td></td>
<td>Commission on Accreditation in Physical Therapy Education (CAPTE) of the American Physical Therapy Association (APTA)</td>
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<tr>
<td><strong>Radiologic Technologist</strong></td>
<td>Jodi Nakaoka,</td>
<td><a href="mailto:jnakaoka@hawaii.edu">jnakaoka@hawaii.edu</a>, x9251</td>
<td></td>
<td>2008</td>
<td>2014, visit 2015</td>
<td>No major recommendation, annual monitoring of program indicators</td>
<td>Involved</td>
<td>In review cycle</td>
<td>20-25</td>
<td>Nakaoka,(R)R T, M.Ed</td>
</tr>
<tr>
<td></td>
<td>Harry Nakayama,</td>
<td><a href="mailto:hnakayam@hawaii.edu">hnakayam@hawaii.edu</a>, x9252</td>
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<tr>
<td></td>
<td>Joint Review Committee on Education in Radiologic Technology (JRCERT)</td>
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<tr>
<td><strong>Respiratory Care</strong></td>
<td>Steve Wehrman,</td>
<td><a href="mailto:wehrman@hawaii.edu">wehrman@hawaii.edu</a>, x9243</td>
<td></td>
<td>2006</td>
<td>2015, site visit 2016</td>
<td>No major recommendation, annual monitoring of program indicators</td>
<td>High involved</td>
<td>In review cycle</td>
<td>16-18</td>
<td>Wehrman, RRT, AS Borza, RRT, BA Kopf, RRT, BA</td>
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<tr>
<td></td>
<td>Ed Borza,</td>
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<td>Committee on Accreditation for Respiratory Care (COARC)</td>
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</tbody>
</table>

**Notes:**
- **Phlebotomy**: Last site visit in 2008, next study due 2012, visit 2013.
- **Physical Therapist Assistant**: Commission on Accreditation in Physical Therapy Education (CAPTE) of the American Physical Therapy Association (APTA). Last site visit in 2009, 10 years (max), next study due 2018.
- **Radiologic Technologist**: Joint Review Committee on Education in Radiologic Technology (JRCERT). Last site visit in 2008, 10 years (max), next study due 2014, visit in 2015.
- **Respiratory Care**: Committee on Accreditation for Respiratory Care (COARC). Last site visit in 2006, 10 years (max), next study due 2015, site visit 2016.

**Funding:**
- **Phlebotomy**: No major recommendation, annual monitoring of program indicators.
- **Physical Therapist Assistant**: Substance abuse policy, tracking policy; annual monitoring of program indicators.
- **Radiologic Technologist**: No major recommendation, annual monitoring of program indicators.
- **Respiratory Care**: No major recommendation, annual monitoring of program indicators.

**Funding Amount:**
- **Phlebotomy**: $31,000 (two cohorts/year)**
- **Physical Therapist Assistant**: $93,000 (two cohorts/year)**
- **Radiologic Technologist**: $54,000 (two cohorts/year)**
- **Respiratory Care**: $31,000 (two cohorts/year)**

**In Review Cycle:**
- **Phlebotomy**: Involved
- **Physical Therapist Assistant**: Involved
- **Radiologic Technologist**: Involved
- **Respiratory Care**: High involved
<table>
<thead>
<tr>
<th>Name</th>
<th>Email/Phone</th>
<th>Program Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abby Kopf, <a href="mailto:kopf@hawaii.edu">kopf@hawaii.edu</a>, 9244</td>
<td></td>
<td>Surgical Technology* **Includes program fees (consumable supplies, minor equipment, accreditation-related travel) and annual accreditation fees if applicable</td>
</tr>
<tr>
<td>Christine Nadamoto, <a href="mailto:nadamoto@hawaii.edu">nadamoto@hawaii.edu</a></td>
<td></td>
<td>Surgical Technology (non-credit) **Program not listed in Table 5 Degrees and Certificates Offered University of Hawai’i Community Colleges Fall 2009</td>
</tr>
</tbody>
</table>

**Accreditation Review Committee on Education in Surgical Technology**

<table>
<thead>
<tr>
<th>Cohorts/year</th>
<th>Current</th>
<th>2012 (10 year cycle)</th>
<th>Annual meeting</th>
<th>To be reviewed by Advisory Committee</th>
<th>8-12 graduates every other year</th>
<th>Certified Surgical Technologist</th>
<th>none</th>
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</table>

*Program not listed in Table 5 Degrees and Certificates Offered University of Hawai’i Community Colleges Fall 2009

**Includes program fees (consumable supplies, minor equipment, accreditation-related travel) and annual accreditation fees if applicable
<table>
<thead>
<tr>
<th>Program</th>
<th>Program Coordinator and Contact Information</th>
<th>Possible Accreditation or Certification Commission</th>
<th>Cost of Accreditation or Certification</th>
<th>Required Elements</th>
<th>Additional Costs for Required Elements</th>
<th>Advisory Committee (Highly involved, somewhat involved, little involvement)</th>
<th>Industry Approved Program Learning Outcomes (PLOs)</th>
<th>No. of Annual Graduates</th>
<th>Faculty Academic Preparation</th>
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<tr>
<td>Accounting</td>
<td>Kevin Dooley <a href="mailto:dooley@hawaii.edu">dooley@hawaii.edu</a></td>
<td>Association of Collegiate Business Schools &amp; Programs</td>
<td>ACBSP Membership $1,250 prior to application for accreditation; $1850 annual if accredited; $2500 application fee; $10,000+ site visit by ACBSP accrediting team</td>
<td>1. Leadership 2. Strategic Pl 3. Student Stakeholder &amp; Market focus 4. Measurement &amp; Knowledge Mgt 5. Faculty &amp; Staff 6. Process Mgt</td>
<td>conference attendance; teaching equivalence; surveys, focus grps</td>
<td>Highly involved</td>
<td>Via ACC Advisory Committee See Appendix 6</td>
<td>25 09-10</td>
<td>MACC BBA BBA, JD 4 meet MQs</td>
<td>Cautionary</td>
<td>UH West Oahu; HPU outdated</td>
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<tr>
<td>Educational Paraprofessional</td>
<td>Veronica Ogata, faculty</td>
<td>*Program is on stop-out status</td>
<td>N/A</td>
<td>*Program is on stop-out status</td>
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<td>1/1</td>
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<tr>
<td>Exercise and Sports Sciences</td>
<td>Will Jonen, <a href="mailto:jonen@hawaii.edu">jonen@hawaii.edu</a>, x9176</td>
<td>None</td>
<td>NA</td>
<td>NA</td>
<td>Highly involved</td>
<td>In review cycle</td>
<td>5-8</td>
<td>Jonen, Ph.D.</td>
<td>Cautionary</td>
<td>Up-to-date</td>
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<tr>
<td>Information</td>
<td>Steve Singer</td>
<td>Association of ACBSP</td>
<td>1. Leadership conference</td>
<td>Somewhat</td>
<td>Via IT</td>
<td>20</td>
<td>EdD,</td>
<td>Cautionary</td>
<td>UH West</td>
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<tr>
<td>Technology</td>
<td>Jan Fried, faculty</td>
<td>Interpreting</td>
<td>Jan Fried, faculty</td>
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<td>Collegiate Business Schools &amp; Programs</td>
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<td>Membership $1,250 prior to application for accreditation; $1850 annual if accredited; $2500 application fee; $10,000+site visit by ACBSP accrediting team</td>
<td>ACBSP Membership $1,250 prior to application for accreditation; $1850 annual if accredited; $2500 application fee; $10,000+site visit by ACBSP accrediting team</td>
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<td>involved</td>
<td>Somewhat involved</td>
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<td>7</td>
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<tr>
<td>Advisory Committee See Appendix 7</td>
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<td>09-10</td>
<td>Cautionary</td>
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<tr>
<td>Oahu; HPU, outdated</td>
<td>UH West Oahu; HPU outdated; DCAPS for Marketing Completed; Retail and Entrepreneurship pending signatures from VP John Morton and new DOE Superintendent</td>
<td>MBA, Med 3 meet MQs</td>
<td>Cautionary</td>
<td></td>
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</table>

$1,250 prior to application for accreditation; $1850 annual if accredited; $2500 application fee; $10,000+site visit by ACBSP accrediting team.

ACBSP Membership $1,250 prior to application for accreditation; $1850 annual if accredited; $2500 application fee; $10,000+site visit by ACBSP accrediting team.

*Program is on stop-out status

*Program is on stop-out status

1/1

N/A

N/A

Somewhat involved

MBA, Med 3 meet MQs

Cautionary

UH West Oahu; HPU outdated; DCAPS for Marketing Completed; Retail and Entrepreneurship pending signatures from VP John Morton and new DOE Superintendent
<table>
<thead>
<tr>
<th>Program</th>
<th>Instructor/Contact</th>
<th>Accreditation Body</th>
<th>Application Process</th>
<th>Accreditation Status</th>
<th>Completion Date</th>
<th>Accreditation Cost</th>
<th>Maintenance Cost</th>
<th>Students' Health</th>
<th>Minimum Requirements</th>
<th>Transfer Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency Medical Technician, Mobile Intensive Care Technician</td>
<td><a href="mailto:brumblay@hawaii.edu">brumblay@hawaii.edu</a></td>
<td>Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP)</td>
<td>Applied for Completion required by Dec 31, 2012</td>
<td>Little</td>
<td>Yes</td>
<td>55</td>
<td>N/A</td>
<td>Unhealthy</td>
<td>EMT: 3 meet MQ, MIT: 4 meet MQ</td>
<td>Students may transfer to baccalaureate program at UH West Oahu</td>
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<tr>
<td>New Media Arts</td>
<td>Chris Gargiulo, faculty</td>
<td>None</td>
<td>N/A</td>
<td>Somewhat involved</td>
<td>14</td>
<td>4/4</td>
<td>Cautionary</td>
<td>N/A</td>
<td></td>
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</table>
Appendix 1

Hospitality and Tourism Education Department
Recommendations from last visit and Cost estimates to implement

(The following letter that was addressed to Candice Childers is being submitted as information to the RECOMMENDATIONS)
April 19, 2007

Candice Childers
ACFF Accreditation Manager
180 Center Place Way
St. Augustine, FL 32095

Aloha Candice:

This letter is in response to the areas of non-compliance as cited in your letter dated April 9, 2007. Several areas of non-compliance have been attributed to the fact that since our last self study in 2000, we had been operating under the ACF Standards that were dated April 1994. We were not aware of any revisions until we were preparing for this current self-study, when you forwarded to us the new revised standards and knowledge areas that had been adopted as of January 2006.

Standard 3.3: The program shall have an advisory committee (Board of Directors, Apprenticeship committee, Steering Committee) whose meetings are scheduled on a regular basis with a minimum of two meetings each year to advise the program and make recommendations as needed. Written agendas and minutes which include attendance are available to document this activity.

Advisory meetings must have minutes/notes as well as an agenda documenting discussion of each topic and who participated in that discussion.

Response: The department had been operating since 2000 under the previous Standard 2.5.1: On a continuing basis, an advisory committee assists the coordinator in assuring that the program responds to the needs of the industry, and continues to meet the standards of the Accrediting Commission. (Although a recommendation is made in the explanation of having two meetings per year, there was no minimum specified) Since 2000, we have scheduled a general advisory meeting each Spring to update the committee members on the current status of the program and to ask them for their assistance in the development of our future plans. During the general session, we ask members if they would be willing to participate in smaller discipline group committees that would be led by individual faculty members and focus on their areas of expertise. Unfortunately few faculty members kept minutes or records of these sessions. I have attached a copy of a session chaired by Chef Instructor Ernst Hiltbrand that was the convened to assist in the revision of the Pastry Arts curriculum.
KCC Culinary also participates in the quarterly meetings of the Board of Trustees for the Hawaii Hotel & Restaurant Industry Employment and Training Trust, who serve as the advisors to our apprenticeship training program. These sessions are typically attended by John Santamaria, our Apprenticeship coordinator.

To become in compliance to the new standard, KCC Culinary will conduct a minimum of two formal advisory committee sessions each year as of this Fall. We will move the general session to the Fall semester to update our advisory committee members, but will now formalize the second Spring meeting to make better use of the expertise of the individual members in small subcommittees and require that these meetings meet the agenda and minute requirements. We will create standing subcommittees to work with the faculty on the following areas: curriculum (pastry arts, culinary arts and institutional food service), operational improvements, and the 4-year initiative. Each subcommittee will be required to:

1. Have a written agenda for all sessions
2. Tape record the session
3. Submit the recording for transcription
4. Report their findings and recommendations during the general session

5.7.2 Students are trained in the proper use of laboratory equipment with documentation/evidence of this training available for review.

No documentation was available for the team which shows student training with signatures and dates of students and instructors verifying [sic] training took place.

Response: Based upon the recommendations of the team, effective as of Fall, 2007, we will be initiating an equipment safety checklist that will also include a certification that they have reviewed the current MSDS sheets for the lab. We have sent a template of this checklist to all instructors and requested that they adapt this for their individual classroom. This sheet will be added to the list of forms that each lab instructor is required to turn in during the first week of each lab. Instructors are now required to turn in their student list along with all assumption of risk and release from liability waiver forms that have been signed by their students. (Please see the attached sample checklist)

5.8 If part of the curriculum requires a lab/kitchen experience in which a students is supervised by other than program faculty, there should be a training agreement and plan as well as evidence that the supervisor is qualified according to Standard 4.1.1

Must keep on file a current resume or documentation that chef at externship worksite has training to meet qualifications or [sic] supervising chef.

Response: The department had been operating since 2000 under the previous Standard 4.12: In the case of an externship/internship/co-op/apprenticeship training program, the relationship between the postsecondary institution and an outside food service establishment should include a written agreement which meets the objectives of the total program. Materials on file should include documented and signed training agreements, employers evaluation(s) of students, instructor evaluation(s) of students, student evaluation(s) of work stations, and evidence to indicate the employment sites meet the career objectives of the students.

In the past, we had only required that those chef instructors/supervising chefs who taught/supervised in our credit, non-credit or apprenticeship programs provide documentation of their qualifications. Effective immediately, we are also requiring that those chefs who are supervising students working under their direction as a means of fulfilling the required competencies of their internship course also provide documentation of their qualifications for our files. Ms. Laure Burke, the internship coordinator for the Hospitality Education and Culinary Arts programs has obtained documentation from those chefs currently supervising interns and will now require this for all future culinary internships. (see attached)
6.3 The kitchen/laboratory facilities reflect safe and sanitary conditions.

Ice buildup on floor in freezers. Ohelo 206 kitchen (Continental Cuisine), floor drain, no time and temperature charting in all but one kitchen, food storage on floors, labeling and dating inconsistent, hand sink not working, students using prep sinks with no soap, using red buckets with soap to wash not being used as a sanitizer buckets, test strips available but were not used to test sanitizer buckets, expired product in two kitchens, raw eggs stored above food items, café kitchen Ohia-raw above cooked and product on floor.

Response: Prior to the start of the Fall, 2007 semester, all culinary instructors will have on file a current ServSafe certificate or will be assigned to instruct lecture classes until they can obtain certification. KCC Culinary will fund all course fees in order to facilitate this requirement. We have recommended that all instructors make use of the two day re-certification course that we will be provided to DOE instructors in July. It is difficult for instructors to reinforce sanitation practices among their students if they themselves are not aware of the principles of food service sanitation. By reinforcing that our instructors understand the principles of sanitation and safety, we would expect them to be more diligent within their classrooms.

I am working with our certified ServSafe instructor to create a practical exercise for all students enrolled in our FSHE 103 Sanitation and Safety course. In this practical exam, the student would be assigned to conduct a sanitation/safety inspection of one of the designated zones. The results of this inspection will be provided to the instructor in charge of the kitchen for follow-up and a copy filed in our office. Unfortunately the team did not see the centralize log of time and temperature that was being kept in the main office. As the submittal of these logs tended to be sporadic for some faculty members, as of Fall 2007 we will employ a zone monitor to take the temperatures of all refrigerators twice a day. We will also be inviting a member of the State Board of Health Food Establishment Inspection to join our advisory committee so that we can utilize his/her expertise to upgrade our sanitation practices.

We will be working together with the new Director of Auxiliary Services to ensure that the facilities are brought up to standards during the upcoming Summer. The ice build-up on the freezer floor is being caused by the freezer door being misaligned due to an earthquake that we experienced in October 2006. We have received compensation for damages from FEMA and will be scheduling the needed repairs in the near future. I will be discussing the need to improve the type of response to our requests for facility maintenance with the new Director of Auxiliary Services. Where in the past, the request to fix leaky faucets in our hand sinks resulted in maintenance disconnecting them as a solution, I am confident that under the new leadership of that department, this will change.

We have requested additional support to properly maintain our facilities through the campus via our tactical planning, the community college system via our resolution, and external sources such as donations and grants. We will continue to put priority on obtaining additional funding within authorized channels such as the campus budget planning process and Capital Improvement requests.

Please thank the team for the excellent recommendations that were provided to us and you can be assured that they will all be implemented by Fall of 2007. We are including graduate tracking as a priority within our 2008-2011 tactical plans together with increasing graduation and persistence rates and of course facility improvement.

Sincerely yours,

Ronald Koji Takahashi MBA, CFBE, CHE
Appendix 2

Culinary Arts

Industry Approved program Learning Outcomes:

- Integrate the knowledge, skills and attitudes in all areas of basic food preparation, advanced culinary arts, basic baking, nutrition, menu planning, guest services, and operational controls and management required to meet the requirements for a Certified Culinarian by the American Culinary Federation Foundation.
- Incorporate within their work ethic the standards in attendance, behavior, grooming and dress that reflect the mature work attitude expected of industry professionals.
- Make effective decisions with intellectual integrity to solve problems and/or achieve goals utilizing the skills of critical thinking, creative thinking, information literacy, and quantitative/symbolic reasoning.
- Ethically compose and convey creative and critical perspectives to an intended audience using visual, oral, written, social, and other forms of communication.
- Evaluate one's own ethics and traditions in relation to those of other peoples and embrace the diversity of human experience while actively engaging in local, regional and global communities.
- Through various modes of inquiry, demonstrate how aesthetics engage the human experience, revealing the interconnectedness of knowledge and life.
- Explore and synthesize knowledge, attitudes and skills from a variety of cultural and academic perspectives to enhance our local and global communities.
Appendix 3

Hospitality and Tourism Education Department
Recommendations from last visit and Cost estimates to implement

- Discuss and develop procedures to periodically conduct follow-up studies of former students in order to use this information for academic planning and to validate job placement and satisfaction with the overall program by graduates.
- Schedule a minimum of two advisory meetings per year for input to improve the program.
- Work with OPIR to develop surveys and assessment tools that will measure the department’s initiatives.
- Build in research assignments that require students to use a range of resources beyond the internet.
- Create a comprehensive enrollment management plan to specifically address persistence rates.
- Renovate the space in ‘Ōlapa 114 as it is January currently underutilized in order to provide opportunities that could assist in the enhancement of the department’s many course activities and initiatives (renovation completed in 2009).
- Develop a plan for the sustainable update/replacement of computers and technology.

(no cost estimates have been computed for the above initiatives)
Appendix 4

Paralegal
Recommendations from last visit and Cost estimates to implement

The 11 recommendations from the 2005 visit are set out below. Many of them are non-cost items. The first two are. The first item is college support in funding the program director’s participation at the National and Regional AAFPE conferences. In the past, this has cost approximately $3500-$4000 for both conferences, depending on the location. During the travel freeze, the college has dropped its support for attendance at the Regional Conference, but permitted attendance, when paid for from Foundation funds, at the National Conference. The college also supports item 2, access to computerized legal research tools, with $5000/year.

It should also be noted that there are additional costs associated with the program, such as payment of annual ABA and AAfPE dues, at a cost of $1350/year.

1) That the college administration continue to support the program and its director in funding the participation in AAFPE National and Regional activities (G-202, B.6; G-205, B.2 & 3; G-401, G; G-402, A.7)

2) That the program continue to support individual student access to computerized legal research tools, such as the one the program has currently in effect with Westlaw. (G-302, I.4; G-601, J)

3) That the program continue its efforts to more closely partner with the school’s Kekaulike Information and Service Center (KISC) personnel to enhance enrollment in the program. (G-402, A.2)

4) That the program continue its positive relationship with the Richardson Law School and the utilization of its classroom facilities and library. (G-601, E; G-701)

5) That the program continue to provide its adjunct faculty with opportunities for professional development as teachers and memorialize these activities in a more formal fashion. (G-401, F & G)

6) That the program consider adding another general public member and a student representative to its advisory committee. Also that the program review the frequency of attendance of its advisory committee members and consider removing those who do not regularly attend meetings. (G-203, B; G-502, E)

7) That the program review course outlines/syllabi to add the time allocated for topics covered - in increments no greater than three hours. (G-302, I)

8) That information concerning the ability of paralegals to provide legal services directly to the public be included the next time that the brochure entitled "Legal Education Kapi'olani Community College" is printed, and all Program literature and promotional material, such as the tri-fold brochure, four-fold brochure, and Program web site, should clearly, accurately, and consistently state the program objectives. (G-501, A.3)

9) That the graduate placement information (including employment and/or educational status) be collected within six (6) months of graduation. (G-502, D)
10) That the program continue to monitor the institution’s status with its accrediting agency (WASC) and report any major changes to the ABA. (G-104, J)

11) That as part of its accreditation, KCC consider utilizing the ABA Interim Reports and seven-year Self Evaluation Report as the Program Review for the Paralegal Program. (G-104, J)

Appendix 5

Paralegal
Industry Approved Program Learning Outcomes (PLOs)

There is no set list of industry-approved PLOs; the program PLOs are approved by the Advisory Committee, which is composed of lawyers, paralegals, and community members. The following PLOs were approved by the Advisory Committee are are in the process of campus approval.

- **Ethics**: Identify ethical issues that arise and apply rules of professional conduct to determine how to resolve them. (e.g., show awareness of legal ethics, confidentiality, and unauthorized practice of law issues).
- **Communication**: Demonstrate oral and written skills required in legal settings (e.g., convey knowledge and ideas clearly and precisely).
- **Critical Thinking**: Demonstrate basic principles of legal analysis and apply critical thinking skills. (e.g., integrate and synthesize concepts, generate options, and make logical and rational decisions).
- **Interpersonal Skills**: Demonstrate adaptability, flexibility, and sensitivity in working with diverse types of people, identify and resolve problems and disputes (e.g., establish effective working relationships with attorneys, coworkers, clients, and others).
- **Professionalism**: Demonstrate organizational skills to perform and prioritize assignments and utilize time efficiently. (e.g., manage workflow, adhere to procedural deadlines, use resources and time efficiently).
- **Technology & Information Literacy**: Identify, evaluate, and use appropriate technology and resources to effectively investigate, research, and present legal issues (e.g., conduct library and online legal research, and prepare, edit, and transmit legal and court documents).
Appendix 6

Accounting Industry Approved Program Learning Outcomes:

• Demonstrate the ability to identify key issues, research relevant data, and propose possible solutions for accounting and taxation issues encountered.
• Compile and prepare accurate and timely financial information for analysis, tax compliance, and informed business decisions.
• Perform accounting and reporting functions using an accounting information system.
• Gather, manage, track and query data using traditional and emerging technologies.
• Practice within the professional, ethical, and legal parameters of the accounting professions.
• Demonstrate interpersonal and professional communication skills in person and online; work collaboratively to achieve organizational goals.
• Take advantage of independent learning opportunities to maximize personal and professional growth within the business environment.
• Recognize and adapt to the local/global organization and culture.
• Practice communication, problem solving and decision-making skills through the use of appropriate technology and with the understanding of the business environment.
Appendix 7

Information Technology
Industry Approved Program Learning Outcomes:
• Design and develop software solutions for contemporary business environments by employing appropriate problem solving strategies.
• Configure and administer database servers to support contemporary business environments.
• Comprehend and resolve common desktop and network issues.
• Analyze common business functions and identify, design, and develop appropriate information technology solutions (in web, desktop, network, and/or database applications).
• Learn future technologies through acquired foundational skills and knowledge and employ them in new business environments.
• Practice communication, problem solving and decision-making skills through the use of appropriate technology and with the understanding of the business environment.
Appendix 8

Marketing

Industry Approved Program Learning Outcomes:

- Design and develop marketing solutions for current retail environments by employing appropriate marketing strategies.
- Apply knowledge of basic management skills to maximize employee productivity.
- Evaluate and apply marketing practices to create measurable results to meet marketing objectives.
- Use foundational skills and knowledge to remain current with marketing and management strategies and trends and employ them in new business environments.
- Utilize effective communication, problem solving and decision-making skills through the use of appropriate technology and with the understanding of the business environment.