January 19, 2010

Marcia Y. Sakai  
Dean  
University of Hawaii at Hilo  
College of Business and Economics  
EKH 270A  
200 West Kawili Street  
Hilo, HI 96720-4091  
UNITED STATES  
marcias@hawaii.edu

Dear Dean Sakai:

It is my pleasure to inform you that the peer review team recommendation to extend maintenance of accreditation for the undergraduate degree programs in business offered by the University of Hawaii at Hilo is concurred with by the Maintenance of Accreditation Committee and ratified by the Board of Directors. Congratulations to you, the faculty, the students, the staff, and all supporters of the school.

One purpose of peer review is to stimulate further continuous improvement of quality programs. As noted in the team report, the University of Hawaii at Hilo is to be commended on the following strengths and effective practices:

1. The PRT compliments the leadership of Dean Sakai. She has the support of the faculty and administration and has established an advisory board of community leaders.
2. The strategic planning process is strongly focused on external stakeholder input.
3. The students indicated that the faculty are very engaged in assisting students to be successful.
4. There is significant financial support available for junior faculty members.
5. The Advisory Board Leadership Speaker Series is a very good external stakeholder activity.
6. The establishment of the “Neighbor Island MBA” partnership is a positive response to community interest in graduate business education.
7. A space utilization committee is engaged in the planning for the refurbishment of an existing building for the new home of CoBE.

Additionally, in the interest of continuous improvement, the University of Hawaii at Hilo should closely monitor the following items, as identified within the Peer Review Team Report, and incorporate them into your ongoing strategic planning initiatives:

- Though the PRT believes that the UHH College of Business and Economics has an undergraduate program of overall high quality, the PRT viewed the Assurance of Learning program to have some gaps. While it was evident that the College initiated a process of developing AOL rubrics in the 2005-06 academic year, initial pilot projects indicated a weakness in both the learning goals and outcomes. Consequently, this situation resulted in a delayed development of learning measurements which had an impact on the implementation timing.
In particular, two of the five program learning goals (#2 and #4) were finally fully operational in the 2008-09 academic year, providing only one cycle for review, as the 2009-2010 academic year information is not yet available. Thus, at the end of the 2009-2010 academic year, the College has assured the PRT that all five learning goals will be fully implemented and that the College will adhere to the biennial AOL schedule as described in Appendix B of the Five-Year Maintenance Report. (Standard 16: Assurance of Learning)

The University of Hawaii at Hilo has achieved accreditation for six additional years. The next on-site maintenance review occurs in the fifth year, 2014-15. A timeline specific to your visit year is attached. Please note that your Maintenance Review Application will be due on July 1st, two years prior to your review year. This application initiates the maintenance process and is expected to provide progress on the strategic management initiatives at your school, with a particular focus on those continuous improvement items identified during your last maintenance visit. Please refer to the Maintenance of Accreditation Handbook for more information regarding the processes for maintenance of accreditation.

Again, congratulations from the Accreditation Council and AACSB International - The Association to Advance Collegiate Schools of Business. Thank you for participating in the maintenance of accreditation process and for providing valuable feedback that is essential to a meaningful and beneficial review.

Sincerely,

Howard Thomas, Chair  
Board of Directors

cc: Peer Review Team  
Phillip Rice, Team Chair  
Clarence Barnes, Team Member  
Jane Goodson, Team Member
**Name of Institution:** The University of Hawaii at Hilo

**Name of Business Academic Unit:** College of Business and Economics

**List of Degree Programs Reviewed:**

<table>
<thead>
<tr>
<th>Name of Degree Program</th>
<th>Major(s), Concentration(s), Area(s) of Emphasis</th>
<th>Graduates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor of Business Administration</td>
<td>Accounting*</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>General Business</td>
<td>46</td>
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*New major – First year of graduates*
# MAINTENANCE OF ACCREDITATION TIMELINE - Visit 2014-2015

<table>
<thead>
<tr>
<th>Year</th>
<th>Activities</th>
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<tbody>
<tr>
<td>10-11</td>
<td>Review and Refine Strategic Management Plan</td>
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- **Complete Key Data and Accreditation Data Sections of the Business School Questionnaire for prior academic year**
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- **July 1 - Submit Maintenance Review Application with signed cover letter requesting maintenance review and preferred visit dates.**
- **Accreditation Coordinating Committee rules on exclusions and the scope of the accreditation visit**
- **Submit Fifth Year Maintenance Report**

- **Submit List of Degree Programs including Catalogs**
- **Work with AACSB to select Peer Review Team from peer and aspirant groups**
- **Submit Policies for Faculty Management, including Non-Tenure Track Faculty**

- **Submit request for exclusion of degree programs including justification for the request**
- **Work with AACSB to set the visit date**
- **Submit Executive Summary including effective practices**

- **Submit List of Comparison Groups (Peer, Competitive, and Aspirant)**  
  Previous four items to be submitted together.
- **Accreditation Statistical Reports will be distributed to applicant and team members by AACSB**
- **Work with Peer Review Team to prepare the Visit Schedule**
- **Peer Review Team Visit**