January 7, 2005

Dr. Marcia Y. Sakai, Director
College of Business and Economics
University of Hawaii at Hilo
200 West Kawili Street
Hilo, Hawaii 96720-4

Dear Dr. Sakai:

It is my pleasure to inform you that the Peer Review Team's recommendation for initial accreditation of the undergraduate degree programs in business administration offered by the University of Hawaii at Hilo has been concurred with by the Initial Accreditation Committee and ratified by the Board of Directors. Congratulations to you, the faculty, students, staff, and all supporters of the business programs. On behalf of the Accreditation Council, I welcome the University of Hawaii at Hilo as a new member.

One purpose of the peer review process is to stimulate further continuous improvement of quality business programs. Consequently, the team report includes areas of strength and identification of critical items for maintenance of accreditation to measure progress achieved in the upcoming annual reports. As noted in the team report, the University of Hawaii at Hilo College of Business and Economics is commended on the following strengths and effective practices:

1. The commitment of the faculty and staff of the College to their students and to the accreditation process.
2. The enthusiastic support from the regional business community for the College.
3. The commitment of the upper administration of the University to elevate the College to a “steeple of excellence” within the University.
4. The accessibility and caring attitude of faculty members which is very much appreciated by the students.
5. The effective student tracking and advising system.
6. The effective strategic planning processes at the University and College levels involving faculty, students, business advisory council members and alumni.

As a newly accredited member, the University of Hawaii at Hilo, College of Business and Economics has achieved accreditation for six years and now enters the maintenance of accreditation process. The next on-site maintenance review will occur in 2009-10. Annual Maintenance Reports and participation in the accreditation data module are required for each of the next five years. A maintenance of accreditation application will be due December 1, 2007. Please refer to the Maintenance of Accreditation Handbook for details on these reports and processes. The handbook is constantly evolving and updated frequently to provide the most current process improvements. It is recommended that the Web site be continually monitored for revisions.
In the next five Annual Maintenance Reports required for maintenance of accreditation, the University of Hawaii at Hilo, College of Business and Economics is expected to measure and provide progress on the strategic management of available resources, including implementation and results of the strategies over the previous year on existing action items. Action items for the immediate future should be included and the relevance of these action items to the mission should be either obvious or explained. Additionally, please provide progress made relating to (applicable, though not all inclusive, accreditation standards are specified within parenthesis):

1. The hiring of a permanent Dean (Standard 9: Faculty Sufficiency)
2. Improvement on the breadth of research/publications across of the faculty (Standard 2: Mission Appropriateness, and Standard 10: Faculty Qualifications)
3. The efforts in improving the existing facility and progress towards obtaining a new facility for the College of Business and Economics (Standard 4: Continuous Improvement Objectives).
4. Expansion of opportunities for student growth outside of the classroom (Standard 7: Student Retention).
5. Enhancing student awareness of career placement services on campus (Standard 8: Staff Sufficiency – Student Support).
6. Efforts to negotiate a percentage of salary rate instead of a flat rate for summer teaching in order to motivate faculty and to expand the array of business courses taught in the summer (Standard 11: Faculty Management and Support, and Standard 5: Financial Strategies).

The University of Hawaii at Hilo, College of Business and Economics should complete and retain the Annual Maintenance Reports beginning with 2004-05. The five-year collection of annual reports and the Fifth Year Maintenance Report should be distributed to reviewers no later than 60 days prior to the on-site review to be conducted in 2009-10. Additionally and on the same distribution schedule, the collection of reports should be submitted electronically to the Maintenance of Accreditation Committee Chair at mac@aacsb.edu.

A major benefit of earning AACSB International business accreditation is the opportunity to establish a chapter of Beta Gamma Sigma at your institution. Beta Gamma Sigma is the international honorary society for business students with over 500,000 members worldwide who graduated from business programs accredited by AACSB International. Membership in Beta Gamma Sigma is the highest recognition a business student can receive in a business program accredited by AACSB International. We encourage you to contact Beta Gamma Sigma at bgshonors@betagammasigma.org for information on how to establish a chapter and the benefits of Beta Gamma Sigma membership to your students.
Again, congratulations from the Accreditation Council and AACSB International - The Association to Advance Collegiate Schools of Business. Thank you for participating in this peer review process and for providing valuable feedback to develop a more meaningful and beneficial review.

Sincerely,

Doyle Z. Williams
Chair of the Board

cc: Peer Review Team
    Carl W. Gooding, Chair
    Kjell R. Knudsen, Advisor
    Otis A. Thomas, Member