

University of Hawaii at Hilo  
College of Business and Economics  
Annual Maintenance Report 2004-2005

Progress Update

For this significant year of initial accreditation review, the College's focus was to ensure that the team visit would substantiate the University of Hawaii at Hilo business program's readiness for AACSB accreditation. The visit culminated a series of major achievements, including establishment of the College in January 2004 and the placement of an interim dean in September 2005.

In preparation for the visit, the College held its first joint retreat of faculty, advisory board members, students and alumni. This retreat produced action items that support improvement in all standards areas: mission and mission support, faculty resources, student support, and curriculum (attached). The timeline for recommended action items was not specified, but prioritized relative to resources available to the College.

In December, the College successfully went through its review visit, with the team recommending initial accreditation with no concerns. Strengths were noted to be:

- Commitment of the faculty and staff to their students and to the accreditation process
- Enthusiastic support from the regional business community for the College
- Commitment of the upper administration of the University to elevate the College to a "steeple of excellence" within the University
- Accessibility and caring attitude of faculty members, which is very much appreciated by the students
- Effective student tracking and advising system
- Effective strategic planning processes at the University and College levels involving faculty, students, business advisory council members and alumni

Immediate and important outcomes of the team's visit were the University's decision to search for a permanent dean and to allocate funds to update aged classroom furniture. The College established a chapter of Beta Gamma Sigma business honor society for the 2005 graduating class.

We also initiated a process to evaluate student writing, via an analysis of writing samples taken from students enrolled in Eng 209 Writing for Business.

The team made recommendations identified below as AACSB Review Team Progress Items. These progress items, together with recommendations from the year's retreat formed the basis for the College's 2004-2005 Strategic Management Plan action items.

*AACSB Progress Items (2005 Report of the AACSB review team)*

Progress Item	Status
1. Hire a permanent Dean	Completed, to begin Fall 2005
2. Improve breadth of research/ publications across the faculty	Ongoing
3a. Improve the existing facility	Classroom furniture upgrades completed Spring 2005
3b. Make progress toward a new facility for the College of Business and Economics	Proposed for UH system federal initiative, since 2003
4a. Expand opportunities for student growth outside of the classroom	Internship program enrollment decline
4b. Enhance student awareness of career placement services on campus	Professional development course proposed, no further action
5. Negotiate a percentage of salary rate instead of a flat rate for summer teaching	No substantial progress

Priority Update

Actions not completed in 2004-2005 will be carried over into 2005-2006. They are shaded in the table below.

University of Hawaii at Hilo  
College of Business and Economics  
2004-2005 Action Items

	Objective	Action	Assignment	Funding	Status
Mission	Review inclusion of “attitudes” in mission (04/05 retreat)	No action			Continued over
Intellectual Contributions	Respond to AACSB change in IC types (Dean)	Review/revise AQ criteria	Personnel committee	No funds needed	Completed
	Increase faculty participation in IC activities (04/05 retreat)	Establish faculty research workshop series	Faculty coordinator	No funds needed	Ongoing
	Improve breadth of research across the faculty (2005 AACSB review)	New marketing hire (1)	Faculty committee	Replacement hire from College funds	Hire completed, objective continued
Continuous Improvement	Improve existing facilities (2005 AACSB review)	Purchase new classroom furniture; plan lab equipment update	Interim dean	Special allocation from VCAA	Completed
	Plan for a new facility for College (2005 AACSB review)	Propose new facility	Interim dean	CIP University funding	Continued over
Financial strategies	Increase community awareness and support for CoBE (04/05 retreat)	Write column for chamber newsletter/ paper Host student/faculty/ community events Submit media press releases	Interim dean Advisory board Faculty	Foundation funds support events	Ongoing
Student Selection, Retention and Support	Expand opportunities for student growth outside the classroom (2005 AACSB review)	Expand internships Encourage group projects with business Sponsor social events for student interaction with	Interim dean Business board UHH Career Center UHH Alumni Assn	Relationship building through school advisory board and individual faculty outreach	Ongoing

		business community Invite speakers to campus			
	Associate high student performance with AACSB accreditation (Business chair)	Establish Beta Gamma Sigma, pending initial accreditation	Business chair	Foundation funds for honor cords	Completed
	Enhance student awareness of career placement services on campus (2005 AACSB review)	Propose professional development course Recommend Career Center	Business chair	Career Center position supported	Continued over
Faculty Sufficiency, Qualifications & Management	Hire a permanent dean (2005 AACSB review)	Develop job announcement and execute search	Faculty committee	Budget initiative to fund dean's position/ operating budget	Completed
	Improve breadth of research across the faculty (2005 AACSB review)	Allocate \$1000 per full time faculty for research development	Dean	College operating funds	Completed
	Support information systems development (UHH Strategic Initiatives 2002-10)	Conduct MIS faculty search (1)	Faculty committee	New line acquired	Completed
	Enhance faculty diversity	Recruit one new woman faculty member for Fall 2005	Faculty committee	No additional resources	Increased percentage female
	Negotiate percentage of salary for summer teaching (2005 AACSB review)	No action			Continued over
Assurance of Learning	Support development of writing skills (04/05 retreat)	Administer COMPASS writing instrument	Business chair Faculty	College operating funds	Continued over
	Identify selective areas of specialization (04/05 retreat)	No action			Continued over
	Support faculty development in program assessment (04/05 retreat)	Support conference attendance minimum one faculty member each year	Business chair	College operating funds	Ongoing