



March 2, 2016

Krishna S. Dhir, Dean  
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Dear Dean Dhir:

It is my pleasure to inform you that the Continuous Improvement Review 2 team recommendation to extend accreditation for the undergraduate degree program in business offered by University of Hawaii at Hilo is concurred with by the Continuous Improvement Review Committee and ratified by the Board of Directors. Congratulations to you, the faculty, the students, the staff, and all supporters of the College of Business and Economics.

Additionally, in the interest of continuous improvement, the school should begin to address the following items and be prepared to update the Committee on progress made in the Continuous Improvement Review Application that is discussed below:

1. Continue to follow the process and timeline set out in the Assurance of Learning documentation submitted. Each step should be appropriately documented, especially closing the loop that shows continuous improvement in student learning. Continued adherence to your plan is critical to demonstrating that Assurance of Learning is indeed part of CoBE's culture, owned and driven by faculty. Consistent demonstration of this is expected to be demonstrated in the next reporting cycle. (Standard 8: Curricular Management and Assurance of Learning).
2. In the strategic planning process, clear objectives and timelines should be documented and updated as work occurs, becoming part of the standard operating procedures of CoBE. The team and Committee recommend the school continue to work on its systematic process for assessing and updating progress and ensuring goals are well defined and easily communicated to appropriate stakeholders. Alignment of resource allocation to strategic goals should be an important part of this process. This systematic planning process should serve as a model for meeting all AACSB standards (Standard 1: Mission Statement, Impact, Innovation).
3. In the next reporting period (CIR application), please report on the progress being made on the documentation of actions related to the review and revision of the CoBE mission and its connection to strategic planning updates. The framework for this process is clearly illustrated in the report. Execution of the process and how it works is critical to continuous improvement (Standard 1: Mission, Impact, Innovation).

University of Hawaii at Hilo has achieved accreditation for five additional years from the time of the original visit. The next on-site continuous improvement review occurs in the fifth year, 2019-2020. A timeline specific to the School's visit year is attached.

Please note that the Continuous Improvement Review application is due on July 1st, two years prior to the review year. This application initiates the continuous improvement review process. In this application, please provide an update on progress in addressing the concerns state above in addition to other relevant information for initiation of the next continuous improvement review.

Please refer to the [Continuous Improvement Review Handbook](#) for more information regarding the processes for continuous improvement reviews. The handbook is evolving and will be updated frequently to provide the latest revisions to the CIR process. Continue to monitor the website for the most current version of the handbook.

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

Sincerely,

A handwritten signature in black ink, appearing to read 'W. H. Glick', written in a cursive style.

William H. Glick, Chair  
Board of Directors

cc: Peer Review Team  
Diana Lawson, Continuous Improvement Review 2 Team Chair  
Craig McAllaster, Continuous Improvement Review 2 Member

SCOPE OF ACCREDITATION  
Continuous Improvement Review January, 2016

**Name of Institution:** University of Hawaii at Hilo

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

**List of Degree Programs Reviewed:**

Bachelor of Business Administration (General Management and Accounting Majors)

# CONTINUOUS IMPROVEMENT REVIEW TIMELINE

## 2020-2021 Visit Year

The Continuous Improvement Review Process is displayed below as a timeline. This five-year review cycle remains constant throughout the cycle of consecutive review for a school, irrespective of whether a continuous improvement review 2 is required. Therefore, Year 1 represents the academic year immediately following an on-site review, regardless of whether or not an accreditation decision has been made. The next visit will occur in Year 5. The Continuous Improvement Review Committee is responsible for oversight of the Continuous Improvement Review process for review.

Year 1 (July 1, 2015 – June 30, 2016)	Year 2 (July 1, 2016 – June 30, 2017)	Year 3 (July 1, 2017 – June 30, 2018)	Year 4 (July 1, 2018- June 30, 2019)	Year 5 (July 1, 2019 – June 30, 2020)
<ul style="list-style-type: none"> <li>Review and Refine Strategic Management Plan</li> </ul>	<ul style="list-style-type: none"> <li>Review and Refine Strategic Management Plan</li> </ul>	<ul style="list-style-type: none"> <li>Review and Refine Strategic Management Plan</li> </ul>	<ul style="list-style-type: none"> <li>Review and Refine Strategic Management Plan</li> </ul>	<ul style="list-style-type: none"> <li>Review and Refine Strategic Management Plan</li> </ul>
<ul style="list-style-type: none"> <li>Complete Key Data and Accreditation Data Sections of the <i>Business School Questionnaire</i> for prior academic year</li> </ul>	<ul style="list-style-type: none"> <li>Complete Key Data and Accreditation Data Sections of the <i>Business School Questionnaire</i> for prior academic year</li> </ul>	<ul style="list-style-type: none"> <li>Complete Key Data and Accreditation Data Sections of the <i>Business School Questionnaire</i> for prior academic year</li> </ul>	<ul style="list-style-type: none"> <li>Complete Key Data and Accreditation Data Sections of the <i>Business School Questionnaire</i> for prior academic year</li> </ul>	<ul style="list-style-type: none"> <li>Complete Key Data and Accreditation Data Sections of the <i>Business School Questionnaire</i> for prior academic year</li> </ul>
		<ul style="list-style-type: none"> <li>July 1, 2018 - Submit CIR Review Application via myAccreditation, which includes preferred visit season, list of degree programs for review, any program exclusions and list of Comparison Groups (Peer, Competitive, and Aspirant). CIR applications will be available in myAccreditation early January of submission year</li> </ul>	<ul style="list-style-type: none"> <li>Work with AACSB to review proposed Peer Review Team for potential conflicts of interest. See <a href="#">Accreditation Policies &amp; Procedures</a> for Volunteer Deployment and Selection</li> </ul>	<ul style="list-style-type: none"> <li>Submit Continuous Improvement Review Report via myAccreditation at least 60 days prior to start of visit. CIR Reports will be available in myAccreditation approximately 12-16 months prior to visit date</li> </ul>
		<ul style="list-style-type: none"> <li>Committee on Accreditation Policy (CAP) rules on exclusions and the scope of the accreditation visit</li> </ul>	<ul style="list-style-type: none"> <li>Begin communications with the team</li> </ul>	<ul style="list-style-type: none"> <li>Accreditation Statistical Reports will be distributed to applicant and team members by AACSB at least 60 days prior to visit date upon request only</li> </ul>
		<ul style="list-style-type: none"> <li>Submit Date and Team Suggestions as Requested</li> </ul>		<ul style="list-style-type: none"> <li>Work with Peer Review Team Chair to finalize the Visit Schedule</li> </ul>
				<ul style="list-style-type: none"> <li>Peer Review Team Visit</li> </ul>