



July 28, 2004

Clyde Sakamoto  
Chancellor  
Maui Community College  
310 Kaahumanu Avenue  
Kahului, HI 96732

Dear Chancellor Sakamoto:

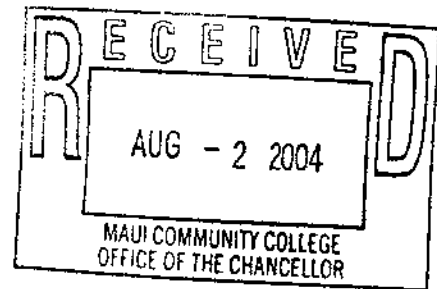
At its meeting on June 1, 2004, a Panel of the Eligibility Review Committee for the WASC Accrediting Commission for Senior Colleges and Universities (ACSCU) reviewed the Eligibility application from the Maui Community College to add the Bachelor of Applied Science degree in Applied Business and Information Technology (ABIT). This application was received subsequent to approval for a Substantive Change from Accrediting Commission for Community and Junior College (ACCJC) on January 7-9, 2004 and was in keeping with the protocols for joint ACCJC/ACSCU accreditation for a single baccalaureate degree.

The members of the Review Panel, comprised of Lori Roth, Chair, from the California State University System; Ronald Tobin from the University of Californian, Santa Barbara; and Francisco Hernandez from the University of California, Santa Cruz, appreciated the opportunity to review your application. The Panel was pleased to engage with you and your colleagues, including Suzette Robinson, Acting Dean of Instruction; Diane Meyers, Division/Unit Chair; David Groom Accounting Faculty; and Dan Kruse, Computer Science faculty. Your responses were helpful and clarified the Panel's understanding of the institution's readiness to take this step.

On behalf of the Panel, and as communicated by email to you on June 1, I am pleased to inform you that the Panel has granted MCC Eligibility for this new degree program. Eligibility status is valid for a period of up to three years, and will continue until June 30, 2007.

The purpose of this letter is to provide the College with the Panel's findings with regard to each of the 21 Eligibility Criteria. It should be noted that, while meeting these Criteria lays the groundwork for the much more rigorous task of meeting the Standards of Accreditation, the following comments are provided to focus your efforts in those areas that will require concerted thought and action.

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1. **Authority.** The application provides a clear explanation of the authority to operate. Coupled with the ACCJC action of January 7-9, 2004, to approve this application as a Substantive Change, this Criterion is met.
2. **Institutional Integrity: Purposes.** The application is in keeping with the MCC mission statement and strategic plan. This Criterion is met. MCC is urged to exercise care not to dilute or compromise its primary mission as an associate degree-granting institution as it develops the ABIT program.
3. **Institutional Integrity: Alignment.** The position of the College regarding administrative support and the services provided in support of its students' successful completion of those programs, appears to be aligned with its mission. The information provided on policies for academic freedom suggests an extensive culture of shared governance. This Criterion for eligibility is met.
4. **Governing Board.** The governance structures for MCC are well established and functional. This Criterion is met.
5. **Chief Executive Officer.** The biographical information and the Functional Statements for the Chancellor, showing the organizational relationship of the Chancellor with other administrative officers and units, reveal that appropriate leadership structures are in place to guide the institution. This Criterion is met.
6. **Administrative Capacity.** The number, qualifications, and organizational positioning of key administrative personnel are appropriate to the mission of MCC. This Criterion for eligibility is met. The MCC Table of Organization will need to be updated, however, to more explicitly reflect the placement of the interdisciplinary ABIT administrative team.
7. **Operational Status.** The operational status of the institution as a whole is established under its long-standing relationship with ACCJC. This fact is noted, along with evidence of current offerings of courses that will comprise the first two years of the ABIT curriculum. This Criterion is met.
8. **Degree Programs: Extent.** This Criterion was viewed through the particular circumstance that only one degree is being pursued with ACSCU, while all other degrees being offered by MCC pertain to its accredited status with ACCJC. In view of the fact, however, that the ABIT degree is appropriately planned and resourced, this Criterion is met.
9. **Degree Programs: Quality.** Use of data documenting the achievement and success of MCC's graduates has been established at the associate degree level. The Panel concluded that systems for obtaining and using such information are in place within the institution and will thus be used, as appropriate, with the new ABIT program. This Criterion is met. (In direct relation to degree quality, however, please see the note concerning program review under "Criterion 21: Institutional Evaluation/Assessment of Student Learning," below.)

**10. Educational Objectives.** The ABIT program objectives have been specified in sufficient detail in terms of student competencies. The level of planning required by MCC's internal program approval processes, and evidenced by its Program Proposal to the Board of Regents (May 2003), has provided a suitable basis to conclude that this Criterion is met. The Panel strongly recommends, however, that the continuing development of the ABIT program give attention to the formulation of even more specific student learning outcomes and related means to assess their achievement.

**11. Academic Credit.** The methods used to determine the award of credits are in keeping with standard academic practice. This Criterion is met.

**12. Transfer Credit.** This Criterion is met. The institution is encouraged to continue to assure that persons making determinations about acceptance of transfer credits at the upper division level are duly qualified to make decisions on such matters.

**13. General Education.** The Panel regards this Criterion as being met at a basic level, but for Initial Accreditation to be granted, special attention will need to be given to clarifying the scope of general education courses. Questions were raised about the way in which courses such as "BUS 130: Business Writing" or "COM 130: Communications" could in fact be regarded as humanities. The institution is urged to continue to reflect on its philosophy of general education and its role in preparing the baccalaureate-educated student.

**14. Faculty.** The number, prior teaching experience, and qualifications of faculty committed to the ABIT program are appropriate. This Criterion is met.

**15. Student Services.** MCC has developed a broad array of student services. The use of CAS standards for assessing the effectiveness of the various student services programs was appreciatively noted. This Criterion for Eligibility is met. The institution is encouraged to continue to support those particular services linked to the rigorous demands associated with awarding a more academically oriented degree, with specific attention to the support of student learning at that higher level.

**16. Admissions.** Appropriate admissions policies and practices are in place. This Criterion is met.

**17. Information and Learning Resources.** The institution's learning resources are adequate to support the MCC mission. Staffing, operating hours, and support for information competencies, were deemed appropriate to meet this Criterion for Eligibility. The Panel also noted the relatively new computer labs and urges the institution to continue to resource them adequately through annual budgetary allocations.

**18. Financial Resources.** The materials presented portray an appropriate record of financial management and stability. The Panel also noted that the academic senate is given an opportunity to review resource allocations and speak to their linkage with academic quality. This Criterion is met. It should be noted, however, that during an Initial Accreditation review, the site team would seek to verify the commitment of long-term funding from the State, or seek evidence for similar means for assuring post-grant funding, adequate for sustaining this program over the long term. This is a critical issue for MCC to address in the immediate future.

**19. Financial Accountability.** The Panel understands and respects the auditing methods used within the overall University system and it recognizes the limits this places on institution-specific financial data. This Criterion is met.

**20. Institutional Planning.** This Criterion is met. The financial, human resource, and materials planning associated with initiating this program are thorough and appropriate.

**21. Institutional Evaluation/Assessment of Student Learning.** The assessment systems that have been demonstrated in recent ACCJC evaluations for lower division courses prefigure what will be available for the new ABIT program. This Criterion is met. The institution is encouraged to give careful attention to more explicit definitions of learning outcomes—and the means to assess their achievement—as the curriculum for the new program continues to evolve in the months ahead. The WASC/ACSCU Standards require an ongoing process and calendar for conducting program reviews and it is anticipated that planning for such review for the ABIT program will be in place prior to seeking Initial Accreditation. This program review should give attention to the intended and achieved outcomes for the program as a whole and also for the specific outcomes related to the General Education component of the degree. MCC should give careful thought to including external stakeholders on such a review panel and in other ways incorporate best practices in program review.

**22. Public Information.** From the publications and examples provided, the Panel is satisfied that this Criterion is met.

**23. Relations with the Accrediting Commission.** The documents provided in the Application confirm that this Criterion is met.

In sum, MCC has been found to meet all of the Eligibility Criteria for the new ABIT degree program and has been granted Eligibility for this program. In addition, based on the positive recommendations of the Eligibility Review Panel, the forthcoming site visit team will have the prerogative of recommending one of several actions to the Commission: Initial Accreditation for the ABIT program, a period of time in Candidacy, or a deferral or denial of action.

In view of these two related and positive actions, MCC should now prepare itself for an Initial Accreditation visit early in the spring 2005 semester. Our office will be in contact with you soon to determine the specific dates. The visit will be conducted by ACSCU, with an ACCJC participant on the team. (Subsequently, ACSCU will provide a member for the ACCJC

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comprehensive review team in fall 2006; this member will give specific attention to the ongoing ABIT program.)

The very thorough set of materials the MCC team prepared for this application will be largely useful for the next stages of ACSCU review. We will be asking you to provide an addendum of no more than 35 pages that specifically addresses the four ACSCU Standards for Accreditation. We ask you to include in the addendum an update on the critical areas of concern addressed in this letter and in the ACCJC Action Letter of June 2004.

Please let me know if you have any questions about the Panel action or the contents of this letter. This office looks forward to continuing an effective relationship with you and your team during the upcoming stages of review.

Sincerely,

A handwritten signature in black ink, appearing to read "Richard Winn", with a long horizontal flourish extending to the right.

Richard Winn  
Assistant Director

Cc: Members of the Eligibility Review Committee Panel  
Ralph A. Wolff, Executive Director  
Elizabeth Griego, Associate Director