AUTHORIZATION TO PLAN AN ACADEMIC PROGRAM
University of Hawaii at Hilo

1. School/College and Department/Unit
   College of Business and Economics, Department of Business Administration

2. Chair/Convener of Planning Committee
   Harry W. Hennessey, Jr.

3. Program Category: _X_ New ___Modified ___ Interdisciplinary

4. Level of Program or Major (Doctoral, Masters, Undergraduate, Certificate, Noncredit, etc.)
   Undergraduate

5. Degree or Certificate Proposed
   Bachelor of Business Administration with Major in Accounting

6. Planning
   Planning period (If significant work has not been done during a one-year period, approval may be withdrawn)
   AY 2006-2008

   Activities to be undertaken during the planning phase

   Design and Faculty Senate approval of two additional accounting courses
   Expansion and verification of accounting graduate demand data from additional sources.
   Faculty senate approval of proposed program
   Anticipatory publicizing of the program to current and prospective students

   Proposed Date of Implementation

   Fall Semester, 2008

   Workload/budget implications during planning period

   Minimal impact. Some time devoted to preparation of publicity materials and dissemination.

7. Program Description (Objectives and Relationship to Mission)
The accounting major focuses on the processes for analyzing and reporting the economic activities of organizations and communicating that information to decision makers. The accounting curriculum includes studies in managerial accounting, budgeting, accounting systems, internal controls, financial analysis, financial reporting, internal and external auditing, taxation, international accounting, and accounting issues related to for-profit, not-for-profit, and government organizations.

**Objectives**

The student who graduates with a major in accounting will be able to

- Employ critical-thinking, analytical, and problem-solving skills to resolve complex business and accounting issues.
- Use clear and concise communication to convey relevant financial and non-financial information to the target audience so that decision makers can formulate informed decisions and take action.
- Utilize technology (such as computers, accounting software, information databases, and the World Wide Web) to facilitate and enhance accounting and financial reporting processes.
- Identify the appropriate managerial and business issues critical to analyzing accounting data and other information used for identifying and assessing opportunities and risks, developing organizational plans, allocating resources, and accomplishing objectives.
- Apply relevant accounting principles and standards to specific business activities and workplace situations.
- Employ national, international, and historical perspectives to analyze accounting and business issues.
- Identify ethical issues associated with accounting and business situations and apply appropriate principles of ethics and civic responsibility.
- Use analytical and research tools to monitor evolving accounting standards and practices and to maintain professional skills in a changing business environment.
- Apply the interpersonal and leadership skills expected of today’s accounting professional.

**Relationship to Mission of the College**

The first sentence of the Mission Statement of the College of Business and Economics is the following: “To assist individuals in acquiring the knowledge, attitudes and skills needed to be productive and responsible citizens in the global economy”. Below that, the Mission Statement goes on to say that one of the ways we intend to accomplish that first point is by offering academic programs responsive to community needs.

This major program relates directly to the mission on these two points. First, it is responsive to a demonstrated local and global need for the particular skills and knowledge it will develop in students. Second, it is responsive to
the requests we have heard from members of the accounting and broader business communities of Hawaii.

8. Program Justification (Needs and Rationale)

The Hawaii Department of Labor and Industrial Relations forecasts the need for graduates in accounting to be approximately 190 per year over the next 10 years. (Hawaii Workforce Informer: http://www.hiwi.org/) One hundred of those vacancies annually will be replacements for persons leaving the profession or area, and 90 will be to fill new positions.

That same source reports that there were a total of 119 Bachelor’s degrees in accounting granted in the State of Hawaii in 2005. We can assume that at least some of those graduates left the state after graduation, so the shortfall may be larger than the 80 per year that is indicated by these figures. We have been unable to locate data on the in-migration numbers of accounting graduates for the state. Additionally, we have received informal notice from a large number of local employers of accounting graduates that they are experiencing great difficulty in finding graduates for entry-level accounting positions. Providing this degree alternative at UH-Hilo would help to publicize the availability of accounting coursework at the University, and attract local residents who want the accounting major, but are unable to relocate to attend school. These same people would be much more likely to remain in the local area upon graduation, and seek employment with local firms. The possibility of employer-sponsored attendance or scholarships exists, but has not yet been explored.

9. Description of resources required and status or sources
   a. Faculty

   At present, the Department has two full-time accounting faculty members, and has a Biennium 2007-2009 Program Change Request for an additional faculty member. That request has been approved at the campus and system level. This program proposal presupposes the approval and successful recruitment of a third faculty member.

   b. Library resources (including an evaluation of current resources and an estimate of the cost of additional resources required)

   Current library resources are completely adequate for this major.

   c. Physical resources (space, equipment, etc.)

   The only additional physical resources anticipated for the implementation of this major are office space and equipment for the third faculty member and
design and printing costs for promotional materials.

d. Additional resources required (staff, graduate assistantships, etc.)

Some portion of staff time in the CoBE office will be required to maintain records and answer student inquiries about the program. It is uncertain whether this will constitute a measurable increase to staff workload, but it is anticipated to be within the capacity of current staffing. If enrollment grows faster than expected, or if the College's general BBA enrollment grows faster than expected, then additional staff resources may be needed. They are adequate for the startup phases of the program.

e. Estimate of additional position counts and budget implementation for first five years of the program

Assuming that the pending PCR is approved and the recruitment of a third faculty member is successful, from the inception of the provisional period through the next five years, the impact of the proposed major is primarily the additional faculty member's salary. The program will also require one adjunct-taught section (one semester) in each of the first three years, expanding to two sections (one semester each) in the fourth and fifth years. At current pay rates, the cost of the adjunct-taught section could range from $3507 to $4926 per 3-credit course. These expenses are normal for the BBA program with or without the accounting major, and are budgeted already.

10. Five-Year Business Plan. Please provide a five-year projected budget for the program that includes:
   a. Projected enrollment and estimated tuition revenue
   b. Additional sources of revenue, and
   c. Costs associated with the resources noted above.

   See Attached Spreadsheet; This Business Plan assumes approval of the pending PCR and includes an estimate of salary costs for the third faculty member.

11. Budget
   a. Does the current or proposed budget include funds or a request for funds for the proposed program? Please provide details.

      Funds for salary costs associated with the requested third faculty member were included in the PCR that is pending.

   b. Given a “flat budget” situation, how will the proposed program be funded?

      Funds from any retirements could be reallocated to support the program.

   c. Impact on current courses or programs.

      None are anticipated.
12. If this program is multidisciplinary, provide evidence of commitment for support from the colleges, departments, programs, and/or individuals expected to participate.

Not Applicable.

Reviewed by:

**Department Chair/Program Director/Division Chairs:**
Comments/Recommendations:

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**College/School Dean(s):**
Comments/Recommendations:

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**Graduate Council (graduate programs only):**
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**Council of Chief Academic Officers (Systemwide Consultation):**
Comments/Recommendations:

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**Vice Chancellor for Academic Affairs:**
Comments and Recommendations:

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Vice Chancellor for Academic Affairs
September 2005
Chancellor: ___ Approved  ___ Disapproved

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Vice Chancellor for Academic Affairs
September 2005