Project Charter:

Accreditation Process with the
Accreditation Council for Business Schools & Programs
(ACBSP)

College of Business Administration
University of Puerto Rico
Mayagüez Campus

AGENDA

1. Scope Overview:

The College of Business Administration (CBA) of the University of Puerto Rico at Mayagüez (UPRM) will attain the accreditation of the Accreditation Council for Business Schools and Programs (ACBSP) for all programs. To that end, the University of Puerto Rico at Humacao (UPRH) self-study will be used as a baseline or starting point to understand and document properly all standards in our report. Given that ACBSP focuses mostly on teaching excellence and strategic planning, the College of Business Administration will follow the Association to Advance Collegiate Schools of Business (AACSB) standards for its research initiatives.

Assurance of Learning efforts will be conducted as thoroughly as possible to comply with ACBSP, AACSB, ABET and other accrediting bodies. Likewise, as part of this process, the CBA aims to improve and enhance its culture of assessment and continuous improvement among all Faculty members, students, and other stakeholders.

2. Business Case:

ACBSP accreditation is a strategic priority for the CBA because:
- It is imperative to improve and strengthen CBA's culture of assessment and continuous improvement.
- The CBA is committed to comply with the strategic operations and actions of the University of Puerto Rico (*Diez para la Década*), UPRM strategic plan, and the latest CBA strategic plan.

Achieving and maintaining well-recognized accreditations is valuable for all CBA stakeholders, as well as to demonstrate excellence in research and education.

3. Background:

The CBA started as a teaching school in 1970. In 2003, it began its accreditation efforts with the AACSB. Since then, the faculty has been working towards developing and improving assessment and research areas. Given that the College's strength is based on teaching, the Faculty agreed to obtain accreditation with the ACBSP first, as it is closely related to its operations. At the same time, the CBA is improving its research efforts, aiming to obtain accreditation with the AACSB in the future.

4. Milestone Schedule with Acceptance Criteria:

Milestone	Starting Date	Ending Due Date	Responsible Stakeholder	Acceptance Criteria
Prepare Project Charter	3/7/2014	3/28/2014	Accreditation Committee	Signatures from all members
Define Communications plan and Committee	3/21/2014	4/4/2014	Accreditation Committee	Documented plan and approved
Benchmark UPRH Report	3/28/2014	4/9/2014	Accreditation Committee	Summary of Humacao's report for each standard
Define requirements by specific standard	3/28/2014	5/13/2014	Accreditation Committee	Comparison of what we have vs what is required for each standard
Fine-tuning meeting w/ Dr. Myrna Pinto	5/13/2014	5/21/2014	Accreditation Committee, Dr. Myrna Pinto	Requirements validation for each standard
Define committees/parties support structure for implementation and documentation purposes	5/13/2014	5/21/2014	Accreditation Committee	List of teams and specific faculty members to be involved
Define detailed implementation plan and Gantt Chart	5/21/2014	5/27/2014	Accreditation Committee	Gantt Chart
Define Assessment Plan	3/28/2014	5/27/2014	Assessment Committee	Documented plan and approved
Define Research Plan	3/28/2009	5/27/2014	Research Committee	Documented plan and approved
Define Recruitment Plan	3/7/2014	5/27/2014	Dean	Detailed plan with recruitment chronogram
Detailed Cost Estimation	5/27/2014	6/3/2014	Project Leader, Dean	Written evidence of the cost evidence based detailed implementation plan
Present detailed plan to Faculty	8/26/2014	8/26/2014	Project Leader	Faculty buy-in
Preliminary Questionnaire	5/27/2014	8/29/2014	Accreditation Committee	Completed Preliminary Questionnaire

Milestone	Starting Date	Ending Due Date	Responsible Stakeholder	Acceptance Criteria
Documentation and submittal of self-assessment	8/29/2014	10/31/2014	Administration Group, Accreditation Committee	Submitted self-study
Update and maintain documents per working area	5/21/2014	11/27/2014	Administration Group, Accreditation Committee, Assessment Committee, Research Committee, Other Faculty Committees	Display room
"Mock Visits"	1/26/2015	1/30/2015	Accreditation Committee, Dr. Myrna Pinto, ADEM Faculty	Written report received
ACBSP Visit	3/2/2015	3/6/2015	Accreditation Committee, Dr. Myrna Pinto, ADEM Faculty	Closing meeting

5. Risks Analysis:

Risk (Probability/Impact)	Contingency Plan	Who Owns the Contingency Plan?
Insufficient funds to support the accreditation process (**H/H**)	Request funds to Chancellor and Vice-presidency	Dean with support from Dr. Myrna Pinto
Insufficient faculty members (**H/H**)	Accreditation delay	Accreditation Committee
Internal risks (**MH/H**)	Communications plan; Networking peer pressure	Communications Committee; Accreditation Committee
Risks related to the execution of the assessment standards (**MH/M**)	Subcontract a professor from another UPR campus	Dean with support from Dr. Myrna Pinto
Institutional risks (**L/H**)	Seek for Faculty approval and commitment to keep plan independently of changes in the administration team	Accreditation Committee and Assessment Committee
External risks (**M/M**)	Commitment to work from outside the campus	Accreditation Committee, Accreditation Committee, and all Faculty members

It is important to mention that these risks have a direct negative impact on the schedule, and subsequently on the completion of the accreditation process by the desired date. As result, the best time estimate for achieving the accreditation goal ranges from 1 year to 2 years, starting on August, 2014. This sets the expected completion date between May, 2015 and May, 2016.

6. Preliminary Budget Estimates:

The estimated cost for achieving the ACBSP accreditation is expected to range between $77,650 and $139,200. This estimate considers the following costs: annual membership, initial visit, accreditation visit, ACBSP annual conferences, release time for accreditation and assessment coordinators, graduate student, and other contingencies. This preliminary estimate does not consider research incentives for publications in PRJ's nor travel expenses for presentations in conferences with proceedings.

7. Communications Plan:

Responsible Stakeholder	Share Information With	Timing	Method
Project Leader	Faculty	Once per month	Progress report at the faculty meeting
Project Leader	Faculty	At the end of each semester	A biannual presentation to faculty summarizing achievements and plans for the upcoming semester
Coordinator of the Coomunications Committee	Faculty, administrative personnel, and ADEM student body	At each completed milestone	Electronic mails notifying achievements and thanking collaborations
Coordinator of the Communications Committee notifies Ivette Escarfullery and the Coordinator of the CIE	Faculty, administrative personnel, and ADEM student body	At each completed milestone or once per month	Notify achievements and keep countdown using the ADEM and CIE Facebook accounts
Coordinator of the Communications Committee notifies Ivette Escarfullery	Faculty, administrative personnel, and ADEM student body	"Ongoing"	Keep countdown using the monitor located at the lobby
Coordinator of the Communications Committee notifies Ivette Escarfullery	Faculty, administrative personnel, and ADEM student body	"Ongoing"	Using the monitor located at the lobby, notify achievements and benefits from the accreditation
Coordinator of the Communications Committee	Recruiters, parents, PIPC partners, deans, asociatons, donors, and alumni	At the end of each semester	Fact sheet or brochure approved by faculty with information obtained from the biannual progress report

8. Team Operating Principles:

The following team operating principles are defined as a set of rules to increase meetings effectiveness and assure that all team members understand what is expected from them.

1. Each meeting requires a person to act as Secretary.
2. Quorum will be defined as 40% of all members.
3. Participants have to sign the attendance sheet for each meeting.
4. The Secretary will distribute the agenda in advance. The agenda must include timing allocated for discussion of each item.
5. The committee will designate a person as a time keeper to manage the timing of all discussions.
6. Each meeting requires a written act to be discussed and approved in the next meeting.
7. The Secretary will organize and file all documentation related to meetings and undergoing projects of the committee.
8. The Committee will value and respect diversity of opinions and ideas.
9. The Secretary will distribute the schedule of meetings for each semester. Dates will be changed as needed. Meetings should take approximately 90 minutes.
10. When consensus is not achieved, a voting process will be put in place. Decision will be approved by simple majority.
11. Each member will be responsible for the tasks assigned. This includes having proper communication with other members of the committee, as well as keeping the deadlines established for each milestone.

9. Lessons Learned (Previous Successes and Failures):

The following is a list of the most important lessons learned from the previous AACSB accreditation processes. The main objective of this section is to force the Accreditation Team to assess the successes and failures from previous attempts in order to define the implementation plan. This action is in accordance with the culture of continuous improvement.

Successes:

1. The development of assessment plans for each study program.
2. Motivation and improvement of a research culture within faculty members.

Failures:

1. Lack of continuity in the execution of assessment plans due to administrative changes.
2. Not able to recruit the required amount of faculty personnel for teaching and research purposes due to the lack of funds at the UPR system.
3. Not all faculty members committing to do research.
4. Lack of involvement and collaboration from faculty members with the accreditation process.

10. Commitment:

This section is expected to show the commitment of the project leader, sponsors, team members, and ADEM faculty in general as signature on this document from the faculty's secretary is evidence that this Project Charter has been presented and approved by the faculty body.

Sponsor:

Dr. Myrna Pinto

_____
Signature, Date

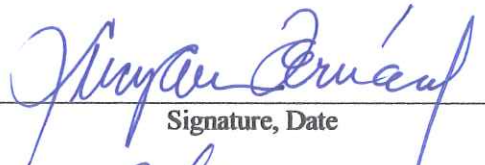**UPRM Chancellor:**

Prof. Lucas Avilés

15/5/14
_____
Signature, Date

ADEM Dean and Associate Deans:

Prof. Ana Martin

12/mayo/2014
_____
Signature, Date

Prof. Lucyann Fernández

5/12/2014
_____
Signature, Date

Dr. Roberto Seijo

5/12/2014
_____
Signature, Date

Project Leader:

Dr. Roberto Seijo

5/12/2014
_____
Signature, Date

ADEM Faculty Secretary:

Dr. Mari Luz Zapata

5/13/2014
_____
Signature, Date

Team Members:

Dr. José Cruz

_____ May 12, 2014
Signature, Date

Dr. Luz Gracia

_____ May 17, 2014
Signature, Date

Prof. Cándida González

_____ May 14, 2014
Signature, Date

Dr. Yolanda Ruiz

_____ May 12, 2014
Signature, Date

Dr. Mari Luz Zapata

_____ May 13, 2014
Signature, Date

Dr. Mauricio Vásquez

_____ 5/13/2014
Signature, Date

Dr. José Vega

_____ May 12, 2014
Signature, Date

Dr. Moraima de Hoyos

_____ May 19, 2014
Signature, Date

Dr. Rosario Ortiz

_____ May 12/14
Signature, Date

B. V. R. Gandhi

Gabriela

María de los A Lanacuesta

Wanda E Negrón

Cándido Páez Ons.

Patria Valdés Castello