

## ***Fifth Year Maintenance Report***

The format for the Fifth Year Maintenance Report documentation is outlined below. The Fifth Year Maintenance Report is to be provided to AACSB and the Peer Review Team no later than 60 days prior to the start of the campus visit. **A separate report for accounting programs is required when applying for accounting maintenance of accreditation.** The report should be no longer than 50 pages in length, excluding appendices. The documentation for the Fifth Year Maintenance Report (business and accounting) should include the following essential elements:

1. **Situational Analysis** (no more than five pages): Provide a brief analysis that enables the Peer Review Team to understand the context within which the applicant operates. It should answer the following types of questions:
  - What historical, national, local, and other factors shape the applicant's mission and operations?
  - What are the applicant's relative advantages and disadvantages in reputation, resources, sponsors, and supporters?
  - What internal, environmental, or competitive forces challenge the applicant's future?
  - What opportunities exist for enhancing the applicant's degree offerings?
  - What degree programs are included in the accreditation review, and what is the number of graduates in the previous year for each program?
2. **Progress Update on Concerns from Previous Review:** Provide an update on progress in addressing "Concerns that must be addressed prior to or at the time of the next maintenance review" as stated in the last AACSB accreditation review official correspondence:
3. **Strategic Management:** Address the following items:
  - **Mission Statement and summary of strategic plan or framework:** Provide the mission statement of the business school and the supporting major components of the strategic plan or framework (goals, objectives, etc.). If the mission statement and supporting document have changed, provide factors influencing the changes.
  - **Strategic Management Planning Process and Outcomes:** Describe the strategic management planning process of the applicant. Provide an overview of demonstrated continuous improvement outcomes and/or achievement of mission and goals. Summarize key continuous improvement achievements since the last accreditation review.
  - **Financial Strategies:** Describe the school's 1-3 year action items and financial plans to achieve them. This should include anticipated sources and timing of funding (see Standards 4 and 5 for definition and interpretation).

- **New Degree Programs:** Provide a list of degree programs introduced since the previous accreditation review. The following information is required for each new degree program:
  - A brief description of the employer or employment needs to be served by the program
  - A brief description of the intended student market
  - A description of the source(s) of faculty, technology, and facility support
  - A description of the learning goals, how the goals are measured, and results that demonstrate achievement.

Please note that any new degree programs started after the accreditation decision will be considered accredited until the next review. New degree programs will be reviewed during the next maintenance of accreditation review.

- **Intellectual Contributions:** Provide Table 2-1 (required) in an appendix. Table 2-2 is optional, but may also be included. Briefly describe the value of the school's intellectual contributions and how the "substantial cross-section of faculty in each discipline" is achieved. Briefly describe the infrastructure supporting faculty intellectual contribution development.
4. **Participants:** Address the following in regards to participants:
- **Students:** Describe any changes in students (enrollments trends, diversity, affect of changes in admission criteria, etc.) and/or support services (advising, career services, other student development initiatives, etc.) since the last review.
  - **Faculty:** Provide an overview of faculty management policies including recruitment, hiring, mentoring, evaluation, reward systems, etc. Also, please summarize your criteria guiding the development of intellectual contributions, participating and supporting status, and academic and professional qualifications. Describe any major changes in faculty resources or other related developments since the last review.
  - **Tables:** Provide Tables 9-1, 10-1, and 10-2 in an appendix to this core document.
5. **Assurance of Learning:** Address the following in regards to assurance of learning processes and curricula development:
- **Curricula Development:** Provide an overview of major curricula revisions that have occurred since the last review. Describe the factors that led to the revisions.
  - **Assessment Tools and Procedures:** Summarize in a brief statement learning goals for each degree program, along with a list of the assessment tools, procedures, and results used to demonstrate progress toward achievement of the mission. What are the most recent outcomes from the assessments, and what is the impact on curricula development actions?
6. **Other Material:** Address any additional issues or areas not included in an earlier section of the report. In addition, identify any innovative and/or exemplary practices, innovations, activities, programs, etc. that should be brought to the attention of the team and AACSB. Provide a brief overview of progress relative to the stated mission.

To facilitate the maintenance of accreditation visit, additional materials or documentation may be requested by the Peer Review Team. However, if the purpose of the request is for a standard-by-standard review, (audit) it is probably an inappropriate request. Please keep in mind the spirit of the review.

*The above is taken from the January 2010 Maintenance of Accreditation handbook.*

