



# ACCREDITATION COUNCIL FOR BUSINESS SCHOOLS AND PROGRAMS

Igniting a Standard of Excellence in Business Education Worldwide

December 20, 2023

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Dear Felice, Abel and Mariela:

We have arrived at dates for the accreditation visit to Universidad Apec - UNAPEC. The visit will take place February 13, 2024 to February 16, 2024. This has been agreed to by all concerned. Dr. Felice Policastro will be chairing the team.

My suggestion is that the team plan to meet on Tuesday evening to strategize the accreditation visit. Since managing your time schedule hour by hour while on the campus will be one of your major challenges, I would suggest that you share your timetable, in advance of the site visit, with the head of the business unit as a way to help you stay on schedule.

The self-study and supporting documents are available electronically via Dropbox at this link:  
<https://www.dropbox.com/scl/fo/gpcpr9001z7h65p6u1jqv/h?rlkey=j64xbi0f3z1uo0yokmiwpujwz&dl=0>

Each member of the team should begin their independent review and complete the Scoring Summary Worksheet found in the Evaluator Files on the ACBSP website. The chair of the team should schedule a team consensus meeting to include the assigned commissioner and mentor (if assigned).

The chairperson of the team should contact the campus coordinator of the accreditation visit to begin making arrangements for the team's visit. The head of the business unit and the campus coordinator for the visit are listed on the Introduction section of the self-study, as well as their email address and telephone numbers.

The chair of the team should discuss travel arrangements with the other team members so they arrive and depart in a systematic manner. Please refer to your “Practical Guide for Evaluators” publication for other instructions and suggestions to make your visit successful.

I am listing below some items that should be available to you in your private meeting room (resource room) on the campus at your visitation site, either electronically or in hard copy:

1. Copies of class schedules for both semesters (and all three quarters) of the self-study year.
2. Course enrollments for all business offerings for both semesters (or all three quarters) of the self-study year. This report from the registrar should show all student credit hours by course and section number with a key to interpret the course level coding (i.e., lower division, upper division, graduate).
3. An organization chart for the business school or program that shows all budgeted positions and the incumbent's name for each filled position.
4. The course syllabi do not need to be in the meeting room, but should be easily accessible to the team members. Note that the course syllabi for required courses in business are in the self-study document.
5. If admission tests are used, copies of the tests, along with the admission policies, should be in the meeting room.
6. A copy of the last self-study report for regional accreditation and a copy of the findings of the visiting team.
7. For reaffirmation visits, a copy of the last ACBSP self-study report, a copy of the Evaluators’ Self-Study Review, a copy of the President’s Response and a copy of the accreditation letter from the Board of Commissioners.
8. A copy of QA Reports submitted since the most recent accreditation granted.
9. A copy of each faculty member's vitae (faculty who were employed during the self-study year full-time and part-time).
10. Minutes of business faculty committee meetings during the self-study year.
11. A copy of any Faculty Policies and Procedures handbooks.

You will want to schedule a brief visit with the president and/or the chief academic officer on Wednesday morning. The business division head should accompany you on that visit. After that short meeting, you should plan to meet with the head of the business unit to make certain that he/she understands your timetable and other important matters pertaining to your visit. You are going to need some personal time together over and above Tuesday evening, which probably will curtail or limit your time for socializing. You should schedule your exit interview with the division head prior to your departure. The team should reach a consensus prior to the exit interview.

Universidad Apec – UNAPEC  
December 20, 2023  
Page Three

Time is of essence in filing the team's report. ACBSP requires completed feedback comments and an Executive Summary, which reflects the views of the team as a whole. (The feedback report is the responsibility of the team chair, and the final report should be reviewed by all team members before submitting to ACBSP.)

The report should be completed and submitted within 10 days after the visit. Additionally, each team member should complete their expense report and their evaluation forms and submit them directly to ACBSP. To receive reimbursement, expense reports and receipts must be submitted no later than 30 days after the site visit. Make sure all expenses are reported on the expense reimbursement form, as any additional requests for reimbursement will not be paid by ACBSP once the billing for the site visit is closed.

If you have any questions, please feel free to call me or Dr. Lucie Depoo, Director of Accreditation, at 913-339-9356.

Good luck and have a good visit.

Sincerely,



Steve Parscale, Ph.D.  
Chief Accreditation Officer

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