



C O U N C I L O N
AVIATION ACCREDITATION
INCORPORATED

OUTLINE FOR A SELF-STUDY REPORT

FORM 104

Revised July 2005

**3410 SKYWAY DRIVE
AUBURN, ALABAMA 36830**

Self-Study Report

Name of Institution

For

Council on Aviation Accreditation

Date

OUTLINE FOR A SELF-STUDY REPORT

COUNCIL ON AVIATION ACCREDITATION

Preparation of the Self-Study Report

The Self-Study Report serves three purposes: (1) to guide the aviation unit (and its faculty) through a critical review of its operations; (2) to provide information to CAA so that a fair evaluation of the program can be made; and (3) to serve as a historical document for the aviation unit. These purposes should be kept in mind when preparing the report. Sufficient information should be provided without being superfluous. However, extra information may be included to enhance the historical value of the document.

(Experience has shown that the value and quality of the Self-Study is directly proportional to the extent of aviation faculty involvement in the Self-Study process. The Self-Study should be a report of the entire faculty and should reflect their input.)

Adjustments must be made to the terminology to fit local conditions (i.e., semester/quarter, college/school, ACT/SAT). Use the terms and accounting procedures of your institution for student credit hours, full-time faculty, and full-time students. If the aviation unit offers a graduate program, its relationship to the undergraduate program should be discussed where appropriate. Information available in published literature may be included in the report by appropriate reference.

Where applicable, additional sheets may be inserted immediately following the pages to which they pertain. Such pages should be numbered with the number of the preceding page plus a sequence number (i.e., 36-1 for the preprinted page, then 36-2, etc.). Major additional should be placed in an appendix. Label appendices with the sequential letters (i.e., A, B, etc.), and number the pages of each appendix. Separate the major sections with a divider. Sections I through VIII should constitute Volume I and the Appendices, Volume II.

For institutions completing a preliminary Self-Study Report, the sections to be completed are noted in the Table of Contents.

Distribution of the Self-Study Report

Upon its completion, the institution submits two (hard) copies and an electronic version of the Self-Study Report to the Executive Director of CAA, and one copy to the Chair of the Accreditation Committee. If the institution is approved for the on-

site visit, additional copies will be provided to the Visiting Team. The exact number will depend on the size of the Team but will be at least three.

SECTION I
INTRODUCTION

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I. A. Institution

Official Name _____

Location (address, city, state, zip) _____

Telephone (area code & number) _____

Type (check all that apply) _____ Public _____ Profit _____ 4-year

_____ Private _____ Nonprofit _____ 2-year

Religious Affiliation _____

(specify denomination) _____

Controlling Agency _____ State _____ City _____ County

_____ Comm. _____ Other

(specify) _____

Highest Degree Offered _____ Doctorate _____ Master's _____ Baccalaureate

_____ Associate _____ Educational Specialist

Student Body _____ Co-educational _____ Male only

_____ Female only

Full-time Enrollment _____ Male _____ Female

_____ Graduate _____ Undergraduate

Admission Requirements _____ SAT _____ ACT _____ GPA

_____ Score _____ Score

Is a Physical Exam Required for Aviation Majors? _____

Is Psychological Testing Required for Aviation Majors? _____

Calendar System _____ Semester _____ Quarter _____ Trimester

_____ Other (specify) _____

Annual Tuition _____ Resident _____ Non-Resident

Other Student Expenses _____ Room & Board _____ Lab Fees

Other (specify) _____

Scholarships and Financial Aid _____

(availability, percentage of _____

student body receiving aid, _____

average amount, etc.) _____

I. B. Accreditation

1. Name of regional or national organization by which the institution is accredited.

If institution is not accredited, describe its accreditation status:

2. Is the aviation program, or a portion thereof, accredited by another accrediting agency?

Yes No

If yes, identify the program(s) and the name of the agency:

3. Include a copy of all references to CAA accreditation in institution publications and electronic media.

4. List accrediting agencies that currently accredit programs at the institution:

I. C.Aviation Unit

(Standard 4.2.3 Aviation Core Criteria)

1. Provide background information about the aviation program--i.e. describe its origins, developmental history, goals, and current organizational structure.

2. List short and long-term objectives in relation to how it is intended that program goals will be achieved and how progress or achievement will be measured.

3. If instruction is conducted at more than one location please list all locations.

SECTION II

ORGANIZATION AND ADMINISTRATION

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II. B. Aviation Unit Administration

(Standard 4.3.2 Administration, para 2,3,6)

1. Administrator of aviation unit: _____

Name of incumbent _____

Title _____

2. Describe the administrative procedures of aviation unit and, if pertinent, the next higher administrative unit with regard to the following:

a. Curriculum - Development of curriculum objectives; development, implementation and revision of the curriculum; selection of courses to be offered

b. Faculty - Recruitment and hiring; assignment of teaching loads

c. Facilities - Assignment of rooms; class size limits; management of assigned space

d. Budget - Allocation of funds; determination of salaries; control of expenditures

e. Evaluation - Evaluation of program effectiveness

II. D. Institutional Budget

(Standard 4.3.3 Institutional Commitment, Standard 4.3.4 Financial Resources)

1. Indicate the approximate amount and percentage of the aviation unit's next higher administrative level major source of operating revenue for the preceding year. Specify period.

Institutional Operating Revenue for _____

Source	Amount(s)	%
Student Fees and Tuition	_____	_____
State Support	_____	_____
Federal Support	_____	_____
Other (specify)	_____	_____
Total Operating Revenue	_____	100%

2. Indicate the approximate amount and percentage of aviation unit's next higher administrative level major expenditures for the preceding year.

Institutional Expenditures for _____

Type of Expenditure	Amount(s)	%
Instruction	_____	_____
Research	_____	_____
Extension or Continuing Education	_____	_____
Administration	_____	_____
Physical Plant	_____	_____
Other (specify)	_____	_____
Total Expenditures	_____	100%

II. E. Aviation Unit Budget

(Standard 4.3.4 Financial Resources)

1. Indicate the approximate amount and percentage of the sources of recurring operating revenue for the aviation unit for the preceding year. Specify period.

Aviation Unit Operating Revenue for _____

Source	Amount(s)	%
Institutional Funds	_____	_____
Other (specify)	_____	_____
Total Operating Revenue	_____	100%

(Standard 4.3.6.5 Faculty Salaries)

2. Indicate the approximate amount and percentage of the expenditures for the aviation unit for the preceding year.

Aviation Unit Expenditures for _____

Type of Expenditure	Amount(s)	%
Faculty Salaries	_____	_____
Other Salaries and Wages	_____	_____
Expenses (Specify)	_____	_____
Other (specify)	_____	_____
Total Expenditures	_____	100%

3. Describe the nature of, the approximate amount, and the use of nonrecurring funds for the preceding year.

SECTION III
CURRICULUM

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(Please complete one **SECTION III, Curriculum, A through H**,
for each program submitted for accreditation.)

III. A. Program Description

List all degree programs administered by the aviation unit. Please place an asterisk (*) by any program being submitted concurrently for initial accreditation or reaffirmation.

(Standard 4.1 Program Design, 4.2 Intent of Criteria, 4.2.3 Aviation Core Criteria, and 4.2.4 Aviation Option Criteria)

Catalog listing on page: _____

1. Aviation program title: _____

2. Degree title(s): _____

3. CAA Option for Accreditation: _____

4. Credit hours required _____ Semester _____ Quarter _____ Trimester
for the degree _____ Other (specify) _____

5. List options within this degree program.

III. B. Institutional Requirements

1. State the curricular requirements established at the state level.

2. State the curricular requirements established at the institutional level.

3. State the curricular requirements established at the college level.

III. C. Plan of Study

1. Date of most recent curriculum revision _____

2. List the course requirements by semester or quarter:

1 st (Semester or Quarter) Freshman Year		2 nd (Semester or Quarter) Freshman Year	
Total Hours:		Total Hours:	
1 st (Semester or Quarter) Sophomore Year		2 nd (Semester or Quarter) Sophomore Year	
Total Hours:		Total Hours:	
1 st (Semester or Quarter) Junior Year		2 nd (Semester or Quarter) Junior Year	
Total Hours:		Total Hours:	
1 st (Semester or Quarter) Senior Year		2 nd (Semester or Quarter) Senior Year	
Total Hours:		Total Hours:	

III. D. Degree Requirements

List the courses and credit hours required for the degree. Group according to the general and option criteria in the CAA Accreditation Standards Manual. Courses are to be classified according to the content rather than the academic unit offering the course. If appropriate, credit hours for a course may be divided between two divisions. Electives whose options span more than one division are to be listed under "Other Requirements," at the end of this section (see page 24).

(Standard 4.4.7.c.2 Flight Education)

For institutions conducting flight education programs under contract, the institution will include in the Self-Study a description of how the institution conducts periodic flight checks. The Accreditation Committee, on review of the Self-Study, will determine the adequacy of the institution's procedure. The visiting team will then check to ensure that the prescribed procedures are in effect.

(Standard 4.2.2 General Education Curriculum Criteria)

Please include a copy of the General Education Standards from the institution's accrediting body.

**General Education: Written and Verbal
Communication**

**Total Credit
Hours**

Course No.	Course Title or Elective Requirements	Credit Hours

**General Education: Mathematics, Science,
Computer Science**

**Total Credit
Hours**

Course No.	Course Title or Elective Requirements	Credit Hours

III. D. Degree Requirements - (continued)

(Standard 4.2.3 Aviation Core Criteria)

A matrix worksheet and directions for recording 12 semester hours (180 classroom hours) of coursework for Baccalaureate degree programs and 6 semester hours (90 classroom hours) for Associate degree programs providing breadth of understanding of the aviation industry can be found at the end of this Self-Study Guide. (To facilitate this portion of the Self-Study, the person who heads the Self-Study team could fill in the program(s) being submitted for accreditation at the top of the worksheet(s) and distribute sets of these, along with the appropriate pages and appendices of the Standards Manual, to faculty.)

(Standard 4.2.4 Aviation Option Criteria)

Option in:		Total Credit Hours
Course No.	Course Title or Elective Requirements	Credit Hours

*Please use option criteria titles as used in Section 4.2.4 of CAA Standards Manual -- Attach additional **SECTIONS III, Curriculum**, as required, for each option submitted for accreditation.

Other Requirements:		Total Credit Hours
Course No.	Course Title or Elective Requirements	Credit Hours

III. D. Degree Requirements - (continued)

(Standard 4.2.4 Aviation Option Criteria)

*Please use option criteria titles as used in Section 4.2.4 of CAA Standards Manual -- Attach additional **SECTIONS III, Curriculum**, as required, for each option submitted for accreditation.

Option in:		Total Credit Hours
Course No.	Course Title or Elective Requirements	Credit Hours

Other Requirements:		Total Credit Hours
Course No.	Course Title or Elective Requirements	Credit Hours

III. D. Degree Requirements - (continued)

(Standard 4.2.4 Aviation Option Criteria)

*Please use option criteria titles as used in Section 4.2.4 of CAA Standards Manual -- Attach additional **SECTIONS III, Curriculum**, as required, for each option submitted for accreditation.

Option in:		Total Credit Hours
Course No.	Course Title or Elective Requirements	Credit Hours

Other Requirements:		Total Credit Hours
Course No.	Course Title or Elective Requirements	Credit Hours

III. E. Aviation Course Sequencing

(Standard 4.2.4 Aviation Option Criteria, para 2; also see Standard 4.2.3 Core Criteria, para 4)

List the courses with their prerequisites or co-requisites or provide a precedence diagram showing the prerequisite and co-requisite interdependency of the courses. Courses without prerequisites need not be shown.

SECTION IV

FACULTY

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IV. D. Compensation

(Standard 4.3.6.5 Salaries and Working Conditions)

- Provide data indicating the aviation faculty salaries for the current year. Data that would reveal individual salaries may be omitted and provided directly to the visitation team. Indicate the average 9-month salaries by rank. Convert all 12-month salaries to 9-month salaries. The conversion factor from 12-month to 9-month is 3 terms: 2 semesters.

FLIGHT/LABORATORY STAFF			
Category	Number	Avg. Salary	Salary Basis (i.e. 9 mos., 12 mos., etc.)
Flight Instructor			
Simulator Instructor			
Laboratory Instructor			

LECTURE FACULTY						
Category	Full Time				Part Time	
	Tenure		Non-Tenure		Part Time	
	No.	Avg. Salary	No.	Avg. Salary	No.	Avg. Salary
Professor						
Assoc. Professor						
Asst. Professor						
Instructor						
Lecturer						
Adjunct						
Grad. Teach. Asst.						

- Briefly describe the benefits program for faculty.

IV. E. Evaluation and Promotion Policies

(Standard 4.3.6.6 Faculty and Instructional Staff Evaluation)

Faculty Evaluation

1. Describe the procedures for evaluating the faculty of the aviation unit. (The results of the most recent evaluation of each faculty member should be available for review by the visiting team during the on-site visit.)

(Standard 4.3.6.4 Rank, Promotion and Tenure)

2. Tenure and Promotion
 - a. Indicate the number of current faculty members that have been promoted and/or achieved tenure during the past five years.

Current Rank	Number Promoted	Number Tenured
Professor		
Associate Professor		
Assistant Professor		
Instructor		

- b. Briefly describe the tenure and promotion policies of the institution and the aviation unit.

IV. F. Professional Development

(Standard 4.3.6.7 Faculty Development)

Discuss institutional and departmental policies related to:

1. Advanced degrees and advanced certification:

2. Consulting:

3. Professional Associations:

4. Participation in community, regional and national aviation functions:

5. Recruitment efforts with area schools and other public relations:

6. Faculty exchange programs:

7. Publications:

8. Research:

9. Continuing Education/Professional Development/Sabbatical Leave:

10. Special projects or other:

SECTION V

STUDENTS

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(For each program submitted for accreditation, please complete a separate SECTION V.)

Data in this section is to be reported by program if available. If not, complete one section and state which programs, by name, are included.

V. A. Admission Standards and Procedures

(Standard 4.3.11.1 Admission of Students)

1. Describe standards and procedures for the admission of students to the aviation program. Differentiate, if necessary, between first year, external transfers, and internal transfers.

(Standard 4.3.11.2 Transfer Credit, Standard 4.3.11.3 Credit for Non-Collegiate Achievement)

2. Describe the philosophy of the aviation program related to transfer credits, substitutions for required courses, and advanced standing for transfer and special students.

(Standard 4.3.11.1 Admission of Students, para 2)

3. Describe the control the aviation unit has over the quantity and quality of new students.

4. Comments, if any.

V. B. Admission Data

(Standard 3.3 Campus Visit, part a. 4; complete the following information for each program you are submitting for accreditation.)

1. Indicate the number of new students in the program to be accredited for the past five years. Classify transfers from other units within the institution as internal transfers. Classify transfers from other campuses or other institutions as external transfers. Classify returning students who were formerly enrolled in other units within the institution as re-admissions. Returning students who were formerly enrolled in the aviation program are not to be counted.

Year					
First year students					
Internal transfers					
External transfers					
Re-admissions					
Totals					

2. Indicate the geographic distribution of the new students admitted within the past year. Divide in-state students into two groups - local (within commuting distance of the campus), and other. List states and countries according to the size of the group.

Year	State or Country	Number
In-state		
Out-of-state		
International		
Totals		

3. Comments, if any.

V. C. Quality of New Students

(Standard 4.3.9.4 Testing, Evaluation and Certification of Students,
Standard 4.3.11.1 Admission of Students, para 1)

1. Indicate the quality of the new students for the most recent full year. Show the average values.

Year	Scores			High School Rank
	Verbal	Math	Composite	
ACT				
SAT				

2. Comments, if any.

V. D. Enrollment Data

1. Indicate the total number of undergraduate students enrolled in the aviation program being submitted for accreditation during the fall semester or quarter for the past five years.

Year					
First year students					
Second year students					
Third year students					
Fourth year students					
Totals					

2. Provide tabular data that indicate the approximate number of full-time and part-time undergraduate students for the fall semester or quarter for the past five years. Define the institution's method of accounting for part-time students.

Year					
Full Time					
Part Time					

3. Comments, if any.

V. E. Grading System

(Standard 4.3.10 Student Body; Standard 4.7.2 Cooperative Education and Internship Programs, Academic Requirements and Control)

1. Briefly describe the institution's grading system.

2. Describe the institution's procedure for recognizing academic excellence.

3. Describe the institution's procedure related to poor student performance--probation, suspension, and re-admission.

4. Comments, if any.

V. F. Academic Success and Failure

1. Indicate the number and percentage of the students that were on the honor roll during the past year. (1st year, 2nd year in the tables refers to student standing, not calendar years.)

Year	Fall		Winter		Spring		Summer	
	No.	%	No.	%	No.	%	No.	%
1st year								
2nd year								
3rd year								
4th year								
Totals								

2. Indicate the number and percentage of students that were on academic probation during the past year.

Year	Fall		Winter		Spring		Summer	
	No.	%	No.	%	No.	%	No.	%
1st year								
2nd year								
3rd year								
4th year								
Totals								

3. Indicate the number and percentage of students that were lost due to dismissal, withdrawal from the institution, or transfer to another program during the past year. Do not include graduates.

Year	Fall		Winter		Spring		Summer	
	No.	%	No.	%	No.	%	No.	%
1st year								
2nd year								
3rd year								
4th year								
Totals								

V. G.Record Keeping

(Standard 4.3.10 Student Body)

1. Describe the academic record keeping procedures of the aviation unit, including the final graduation audit. Include, in the appendix, a copy of the principle forms used.

2. Describe the interface with the institutional record keeping system.

3. Comments, if any.

V. H. Academic Advisement

(Standard 4.3.8 Student Services, para 1)

1. Describe the academic advisement procedures used by the aviation program.

(Standard 4.3.6.3 Faculty, Duties and Responsibilities)

2. List the faculty members who are serving as academic advisors, and indicate the number of students assigned to each.

3. Comments, if any.

V. I. Student Activities

(Standard 4.3.8 Student Services, para 2)

1. List the student organizations that are sponsored by the aviation unit and/or primarily for aviation students. Include the organization name, the approximate number of members of participants, and a brief statement of purposes and/or activities.

(Standard 4.3.6.6 Faculty and Instructional Staff Evaluation)

2. Describe the extent to which aviation students participate in course and faculty evaluation, curriculum development and revision, and other student-faculty activities.

(Standard 4.3.8 Student Services, para 2)

3. Describe the extent to which aviation students participate in campus-wide activities.

4. Comments, if any.

V. J. Graduates and Placement Data

(Standard 4.3.10 Student Body, para 3)

1. Indicate the number of degrees awarded during the past five years in the program being submitted for accreditation.

Year					
Associate					
Baccalaureate					
Master's					
Doctorate					

2. Indicate the first career step or transfer of the graduates of the past year. Show the number of graduates or transfers in each category.

Type of Employer/Transfer Major	No. of Students
Aviation related employment/degree:	
Managerial-Operations	
Technical: Flight, Air Traffic Control, Maintenance	
Material or Equipment Supplier	
Manufacturing - Design	
Other employment	
Other majors	
Non-Aviation Employment	
Non-Aviation Major	
Seeking Employment	
No Information	

3. The average annual salary for the graduates listed is _____

4. Describe the system of alumni tracking including objectives and procedures.

5. Provide examples of survey or other documents used, and a summary of the results of the most recent follow-up study.

6. Describe how survey results are correlated with program content to establish guidelines for change where needed.

SECTION VI
FACILITIES AND EQUIPMENT

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2. Discuss whether the space is shared with other academic units and who controls the assignment of the space.

3. If airport facilities are leased, describe the nature and term of the lease(s).

4. Comments, if any.

VI. B. Laboratories

(Standard 4.3.9 Facilities, Equipment and Services, para 1,2,3; Standard 4.3.9.1 Classroom and Laboratory Facilities, 2,3,4.)

1. List the laboratories used for courses taught by the aviation unit. Briefly describe the space, including furnishings and equipment. List the aviation courses that use the space on a scheduled basis.

Bldg.	Room #	Area	Lab Name	Description	Course(s)

2. Discuss whether the space is shared with other academic units and who controls the assignment of space.

3. Comments, if any.

VI. C. Staff Offices

(Standard 4.3.9.2 Office Space)

1. List all staff offices for the aviation unit. List sequentially by building and room number.

Bldg.	Room #	Area	Occupant

(Standard 4.3.9 Facilities, Equipment and Services, para 4,5)

2. Discuss the location of staff offices on campus, including proximity to secretarial services, classrooms, laboratories, library and computer.

3. Comments, if any.

VI. D. Airport Facilities

(Standard 4.3.9. Facilities, Equipment and Services; Standard 4.3.9.1 Classroom and Laboratory Facilities, para 2,3,4.)

- List the airport facilities used for courses taught by the aviation unit not already included in Sections A and B. Briefly describe the space, including furnishings and equipment. List the aviation courses that use the space on a scheduled basis.

Name of Airport _____

Bldg.	Room #	Approx. Area	Function	Course(s)

- Discuss whether the space is shared with other academic units or airport users and who controls the assignment of the space.

- Comments, if any.

VI. E. Library

(Standard 4.3.9 Facilities, Equipment and Services, para 7)

1. Indicate the approximate number of **acquisitions of the past year** and the present total number of books and periodicals.

	Acquisitions		Total	
	Books	Periodicals	Books	Periodicals
Aviation				
Total Campus or Institutional Library				

2. Describe where the books and periodicals related to aviation are located (i.e., central library, departmental library).

3. Describe how the budget for the purchase of library materials for the aviation unit is established and how new acquisitions are selected.

4. Identify the courses taught by the aviation unit that make extensive use of library reference materials, and discuss the utilization.

VI. F. Instructional Media Services

(Standard 4.3.9 Facilities, Equipment and Services, para 8,9; Standard 4.3.9.3 Instructional Support Services, a.)

1. Describe the instructional media services of the campus or institution.

2. Describe the instructional media resources of the aviation unit.

3. Describe the use of instructional media in the courses taught by the aviation unit.

4. Describe any courses listed in **Section III, Curriculum that** are taught via distance education formats.

VI. G. Computer Facilities

(Standard 4.3.5 Learning Resources, 3.; Standard 4.3.9.3 Instructional Support Services, a,b.; Standard 4.3.9.1 Classroom and Laboratory Facilities, 3.)

1. Describe the computer facilities of the campus or institution and the procedure for students obtaining time on a computer.

2. Describe the computer facilities of the aviation unit.

3. Describe the use of the computers by the aviation unit and the students.

4. List any aviation courses that require the use of computers for outside problems or lab work.

J. Aviation Program Safety

(Standard 4.3.2.1 Aviation Safety Culture and Program)

1. ACCIDENT/INCIDENT HISTORY

a. Please list any accidents involving death or injury to students in the past five years.

b. Date _____ Type: Flight _____ Ground _____

c. Brief Description: _____

d. Number of fatalities: _____ Number of persons injured: _____

e. NTSB Report # _____ (if applicable)

f. Other report on file: _____ (specify)

g. Federal or State Violations Filed (specify agency and result).

h. Describe Changes in Operations or Procedures as a Result of Accident.

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RELATIONS WITH INDUSTRY

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VII. B. Contributions

(Standard 4.3.4 Financial Resources, para 2)

1. Indicate the total contributions made to the aviation unit during the past year and the five-year total. Show the number of donors in each group.

	Previous Year		Five-Year Total	
	Number	Amount	Number	Amount
Aviation Industry				
Alumni				
Faculty				
Individuals				
Other				
Totals				

2. List non-monetary (in-kind) contributions to the aviation unit during the last five years.

VII. G. Student-Industry Interaction

(Standard 4.3.2 Administration, para 7, 8)

1. Describe activities of the aviation unit to assist individual employers with the job placement process. (Exclude the institution's placement service, discussed in SECTION VI, H.)

2. List the national aviation associations that sponsor student organizations affiliated with the aviation unit. Describe the interaction with the sponsoring association.

3. List the major field trips taken during the past year. Include the location, number of participants and the associated course, if any.

4. List the guest lecturers for the past year. Include the lecturer's name, topic, date and course for each.

SECTION VIII

PROGRAM ASSESSMENT

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VIII. A. Program Assessment Plan

(Standard 4.2.1 Interdisciplinary Criteria and 4.3.2 Administration)

1. Describe the comprehensive assessment program, including administration, curriculum, faculty and staff, students (current and graduated), facilities and services, and relations with industry.

2. Provide a copy of the Aviation Department's plan for program assessment.

3. Provide a copy of all forms used in the program.

4. Provide a summary of the most recent assessment.

SECTION IX

APPENDICES

PAGE

- A. Faculty Resumes
Arrange alphabetically by last name
- B. Course Outlines
Arrange numerically
- C. Classroom Hour Coverage of Core Topics

NOTE: Make a Table of Contents of all Appendices and tab the sections for quick reference.

APPENDIX A

FACULTY RESUMES

Arranged Alphabetically by Last Name

APPENDIX B

AVIATION COURSE OUTLINES Arranged Numerically

APPENDIX C

CLASSROOM HOUR COVERAGE OF CORE TOPICS

Classroom Hour Coverage of Core Topics Instructions for Completing Form

The Classroom Hour Coverage of Core Topics form is intended to provide a flexible method for you to demonstrate how you meet the subject coverage requirements in the aviation core. The CAA Standards require a total of 12 semester hours for Baccalaureate degree programs and 6 semester hours for Associate degree programs. Using a conversion of 15 classroom contact hours per semester credit hour, these requirements are 180 classroom contact hours for the Baccalaureate programs and 90 classroom contact hours for the Associate programs. When filling in the form, be sure to use classroom contact hours as the unit of measure.

1. Use one line of the form for each course that has content being used to meet the aviation core breadth requirement.
2. In the appropriate boxes fill in the classroom contact hours spent on the subject listed in the column heading. Materials presented in the Self-Study or provided to the visiting team must support the coverage of the subject and the approximate time spent.
3. Subtotal the hours for each course in each of the six subject matter areas (professional issues, aircraft, etc.), and then sum these figures at the bottom of the sheet.
4. For each course, place the sum of the subtotals for each of the six subject matter areas in the far right column, and then total this column at the bottom of the sheet.
5. For Baccalaureate programs, the totals across the bottom of the sheet should reflect at least 15 classroom contact hours in each of the six subject matter areas, and 180 classroom contact hours in the grand total in the lower right corner of the sheet.
6. For Associate programs, the totals across the bottom of the sheet should reflect at least 7.5 classroom contact hours in each of the six subject matter areas, and 90 classroom contact hours in the grand total in the lower right corner of the sheet.

