

# COUNCIL ON AVIATION ACCREDITATION

## GUIDELINES FOR ACCREDITATION COMMITTEE REVIEW OF THE VISITING TEAM REPORT AND PREPARATION OF THE REPORT FOR THE BOARD OF TRUSTEES FORM 111

### INTRODUCTION

As part of the accrediting process, the CAA Accreditation Committee is charged with reviewing each Visiting Team Report and recommending an accreditation status to the Board of Trustees. The purpose of this document is to provide information that will assist in these activities.

### THE VISIT AND PREPARATION OF THE VISITING TEAM REPORT

To conduct an effective review of a Visiting Team Report, it is important for the Accreditation Committee to understand the activities which take place prior to receipt of that report. These are summarized below:

1. The institution that desires an accreditation review of its aviation program(s) will make an application using Form 102, Application for Candidate Status and/or an Accreditation Review, in accordance with procedures set forth in Form 102 instructions, Application Procedures for Candidate Status and/or an Accreditation Review.
2. When an institution seeking initial accreditation for one or more programs has been approved for Candidate Status (with a full self study review) or when one or more programs is due for reaccreditation, the institution will conduct an intensive self study in accordance with Form 104, Outline for a Self Study, and submit it to the Executive Director.
3. Copies of Form 102 and the Self Study will be sent to the Chair of the Accreditation Committee, who will review the Self Study to ascertain whether the institution is ready for a visit--i.e. that the program(s) as documented substantially satisfies Form 101, Accreditation Standards Manual. The Chair of the Accreditation Committee reports his/her findings to the Executive Director for appropriate action.
4. If the institution's programs are deemed ready, the Visiting Team members are selected and a date is set for the visit. It should be noted that the institution making application for accreditation has the opportunity to refuse any of the proposed team members.
5. The Visiting Team will then conduct a visit to the institution in accordance with Form 106, Information and Procedures for the Visiting Team.

6. It is the responsibility of the Visiting Team Chair to prepare the initial draft of the Visiting Team Report in accordance with Form 109, Guide to Preparation of the Visiting Team Report. To ensure that such drafts are complete and of high quality, the Visiting Team Chair, once the concurrence of the other team members has been obtained and before the draft is submitted to the visited institution for study and comment, will submit the draft to the Executive Director, who will forward a copy to the Accreditation Committee Chair. At that time, it shall be the responsibility of these individuals to ensure that:

The draft report is complete in its content and follows the prescribed format.

Where appropriate, positive and negative statements are consistently presented throughout the report and are adequately supported.

Spelling, abbreviations, word usage, and phrasing are consistent throughout the report.

Spelling and grammatical errors are corrected.

Care shall be taken when conducting this preliminary review so as not to change the meaning and/or essence of the Visiting Team Report.

7. Once so reviewed and revised as deemed necessary, the report will be sent back to the Visiting Team Chair for review and acceptance.
8. The Visiting Team Chair will send a draft of the report, without Form 110, to the Chief Executive Officer of the visited institution for study and for comment only on factual errors.
9. When the institution's response is received, the Visiting Team Chair will incorporate these comments, which should deal only with the correctness of fact, into a final Visiting Team Report for transmittal, with Form 110 (included but made separate from the main document), to the Executive Director.
10. The Executive Director will forward the final report to the institution and advise them they have one month to review the report and respond to the recommendations (required) and suggestions (optional).
11. The institution will send the report and its response to the recommendations to the Executive Director, who will forward all to the Chair and members of the Accreditation Committee.

## ACTIONS BY THE ACCREDITATION COMMITTEE

12. The Accreditation Committee Chair and each Accreditation Committee member will review all the documents and make a recommendation on accreditation, using Form 116, Accreditation Committee Ballot for Initial Accreditation or Renewal of Accreditation, as appropriate to the situation.

13. Upon receipt of the ballots from members of the Committee, the Chair will prepare an executive summary for the Board of Trustees, consisting of the final Visiting Team Report, the vote of the Accreditation Committee, and significant comments received from the Accreditation Committee members.

#### ACTIONS BY THE BOARD OF TRUSTEES

14. A copy of the Accreditation Committee executive summary will be provided by the Accreditation Committee Chair to the Executive Director, who will distribute the report to the Board of Trustees for its next scheduled Board meeting.
15. The institution will be notified by the Executive Director of the action taken by the Board within thirty (30) days following the Board meeting.