

# COUNCIL ON AVIATION ACCREDITATION

## TEAM VISIT CHECKLIST FOR INSTITUTIONS

### FORM 120

*This checklist is intended to be a helpful guide for administrators of aviation programs in preparing for a CAA accreditation team site visit. It is to be used in conjunction with CAA Form 106 - Information and Procedures for the Visiting Team, CAA Form 107 - Typical Schedule for a Visiting Team, and CAA Form 112 - Steps to Accreditation. This checklist was developed using the experiences of visiting team members, visiting team chairs, and administrators of institutions which have gone through the accreditation process.*

Executive Director (ED) notifies institution of recommendation to proceed with the visit  
*CAA Form 106 Sect. II; CAA Form 112, para. 10*

ED negotiates three potential dates for visit  
*CAA Form 106, Sect. II; CAA Form 112, para. 10*

ED submits names of proposed team chairperson and members for concurrence  
*CAA Form 106, Sect. II; CAA Form 112, para. 11*

Pre-visit discussion with Team chairperson  
Ensure agreement on version of Standards Manual in use!  
Arrange schedule  
Assist with hotel accommodations  
*CAA Form 106, Sect. IV, para. C*

Send copy of Self-study and catalog to each team member  
*CAA Form 106, Sect. II; CAA Form 112, para. 12*

Notify and schedule campus personnel you would like to meet with the team  
*CAA Form 106, Sect. II, para. B; Sect. IV, para. C*

Required for site visit:

- Executive officers - President, Vice Presidents, Provost, etc.
- Faculty
- Flight instructors (if appropriate)
- Staff
- Students
- Admissions officer & Financial Aid Officer
- Librarian most concerned with aviation holdings

Suggested:

- Representatives of other academic areas that support aviation (e.g. liberal arts, business)
- Industry advisory board members
- Representatives of agencies with which students have worked (interns, part-time employment, etc.)
- Placement officer
- Alumni
- Local aviation industry representatives
- Airport manager, local officials
- CAA Form 107*

Arrange for rooms and facilities

- Working space for team at institution and at hotel (schedule this to be available for the entire duration of the visit)
- Meeting rooms as needed
- Classroom visits
- Laboratory visits
- Airport facilities visit (if appropriate)
- Flight simulator facility (if appropriate)
- Computer facilities
- CAA Form 107*

Gather documentation to have available for review

- Course syllabi
- Course calendar
- List of textbooks, laboratory manuals, and reference materials
- Representative quizzes, exams, term papers, study assignments, etc.
- Evidence of research
- Internship policy
- CAA Form 107*

Alumni surveys

*CAA Form 104, Sect. V, J.5*

Part 141 syllabus and Training Course Outline (if appropriate)

Part 141 documents and records (if appropriate)

Flight school manuals (if appropriate)

*CAA Form 101, Appendix G*

Faculty evaluation forms

*CAA Form 104, Sect. IV, E.1*

Faculty tenure and promotion for the last five years

*CAA Form 104, Sect. IV, E.2*

Current and last FY budget for the aviation program

*CAA Form 104, Sect. II, E*

Plan for transportation for visiting team members (especially if your campus is large), including airport and hotel transfer, daily movement between hotel and campus.

Arrange for conference/work area for team at hotel (a suite for the chairperson might be a solution).

Schedule events/meetings

*CAA Form 107*

First Day:

Conference with aviation program director

Arrange "courtesy call" with top level administrator(s) (may meet at one time rather than several different meetings)

Luncheon (optional):

Aviation director, next higher administrator, department heads, faculty

Dinner (optional):

Industry representatives, alumni, faculty, administrators

Second Day:

Lunch: (optional in lieu of dinner on first day)

Industry representatives, alumni, faculty, administrators, students

Meet with individual faculty - schedule blocks of time

Student discussion group

PM: Exit interview

Aviation program director, next higher administrator, CEO

**Approved by the Guidance Committee: July 9, 1998.**