

**AAB**International

**OUTLINE FOR A SELF-STUDY REPORT**

**FORM 204**

**November 2008**

**3410 SKYWAY DRIVE  
AUBURN, ALABAMA 36830**

# Self-Study Report

[Name of Institution]

For

Aviation Accreditation Board International

[Date]

## Table of Contents

	Page
<b>OVERVIEW</b>	<b>5</b>
<b>SECTION I            INTRODUCTION</b> (See AABI Form 202)	<b>6</b>
<b>SECTION II            STUDENTS</b>	<b>7</b>
A.    Student Criterion	8
B.    Assessment	9
C.    Supporting Information	
Admission Data	10
Quality of New Students	11
Enrollment Data	11
Grading System	12
Record Keeping	13
Academic Performance	14
Academic Advisement	15
Student Activities	16
Graduates and Placement Data	17
<b>SECTION III           PROGRAM EDUCATIONAL OBJECTIVES</b>	<b>18</b>
A.    Program Educational Objectives Criterion	19
B.    Assessment	20
<b>SECTION IV           PROGRAM OUTCOMES</b>	<b>21</b>
A.    Outcomes Criterion	22
B.    Assessment	23
<b>SECTION V            CURRICULUM</b>	<b>24</b>
A.    Curriculum Criterion	25
B.    Aviation Course Sequencing	26
C.    Course Offerings	27
D.    Supporting Disciplines	29
E.    Assessment	30
<b>SECTION VI            FACULTY AND STAFF</b>	<b>31</b>
A.    Current Faculty	32
B.    Current Staff	33
C.    Staff Assignment Definitions	34
D.    Current Faculty Assignments	35
E.    Compensation and Benefits	36
F.    Evaluation and Promotion Policies	37
G.    Professional Development	38
H.    Assessment	39

<b>SECTION VII</b>	<b>FACILITIES, EQUIPMENT AND SERVICES</b>	<b>40</b>
A.	Classrooms	41
B.	Laboratories	43
C.	Staff Offices	44
D.	Airport Facilities	45
E.	Library	46
F.	Instructional Media Services	47
G.	Computer Facilities	48
H.	Placement Services	49
I.	Instructional Equipment	50
J.	Assessment	51
<b>SECTION VIII</b>	<b>ORGANIZATION AND ADMINISTRATION</b>	<b>52</b>
A.	Organizational Charts	53
B.	Institutional Support	54
C.	Aviation Unit Administration	55
D.	Related Programs	56
E.	Institutional Budget	57
F.	Aviation Unit's Next Higher Administrative Level Budget	58
G.	Aviation Unit Budget	59
<b>SECTION IX</b>	<b>AVIATION SAFETY CULTURE AND PROGRAM</b>	<b>60</b>
A.	Aviation Program Safety	61
B.	Assessment	63
<b>SECTION X</b>	<b>RELATIONS WITH INDUSTRY</b>	<b>64</b>
A.	Advisory Committees	65
B.	Contributions	66
C.	Seminars and Short Courses	67
D.	Research	68
E.	Work Experience Programs	69
F.	Placement Assistance	70
G.	Student/Industry Interaction	71
H.	Assessment	72
<b>SECTION XI</b>	<b>APPENDICES</b>	<b>73</b>
A.	Faculty Curriculum Vitae or Résumés	74
B.	Course Outlines	75
C.	Assessment Plan for Each Program in Section V	76
D.	Principle Forms	77
	Other Appendices as appropriate	78

# **OVERVIEW**

## **OUTLINE FOR A SELF-STUDY REPORT**

### **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 AABI 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 or international equivalent). 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 information should be placed in an appendix. Label appendices with the sequential letters (i.e., A, B, C, etc.), and number the pages of each appendix. Separate the major sections with a divider. Sections I through Section X should constitute Volume I; and Section XI, 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 AABI, 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 members by the institution. The exact number will depend on the size of the Team but will be at least three.

# SECTION I

## INTRODUCTION

### Aviation Unit

Provide background information about the aviation unit, i.e. describe its origins, developmental history, current organizational structure and aviation program(s).

## SECTION II

### STUDENTS

(AABI 201, Criteria 2.1, 3.1)

	PAGE
A. Student Criterion	8
B. Assessment	9
C. Supporting Information	
Admission Data	10
Quality of New Students	11
Enrollment Data	11
Grading System	12
Record Keeping	13
Academic Performance	14
Academic Advisement	15
Student Activities	16
Graduates and Placement Data	17

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

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.

II. A. Student Criterion

Describe the process by which your institution meets the following criteria. Cite appropriate evidence and describe where it may be found/evaluated by the visiting team:

1. Evaluates, advises, and monitors students to determine its success in meeting program objectives
2. Has and enforces policies for the acceptance of transfer students and for the validation of courses taken for credit elsewhere
3. Has and enforces procedures to assure that all students meet all program requirements
4. Publishes standards for the selection and admission of students which are related to the educational mission and purposes of the institution
5. Maintains recent examples of student work, to include examinations, homework problems, laboratory exercises, and reports. These items will include evidence of student competence in both subject matter areas and communications skills
6. Assesses the effectiveness of its validation methods in granting credit for non-collegiate achievement
7. Produces records of graduates' employment or continuing education over a period of at least three years.

## II. B. ASSESSMENT

Describe the specific process and timeline for ongoing evaluation of student admission, retention and graduation requirements, processes, rates, and placement:

1. Timeline (schedule) of assessments
  
2. What, how and from whom data are collected
  
3. How assessment results are used and by whom to document successes and shortcomings
  
4. How plans are established to address shortcomings
  
5. How the assessment results are used to improve program effectiveness

II. C Supporting Information

Admission Data Table

1. Indicate the number of new students for the past five years in the program to be accredited. 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.

Year	Number of Students
In-state/province	
Out-of-state/province	
International	
Totals	

Quality of New Students Table

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 or international equivalent (specify)				
SAT or international equivalent (specify)				

Enrollment Data Table

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.

Year					
Full Time					
Part Time					

Define the institution's method of accounting for part-time students.

## Grading System

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 probation, suspension and re-admission.

## Record Keeping

1. Describe the academic record keeping procedures of the aviation unit, including the final graduation audit. In the appendix include a copy of the principle forms used.
2. Describe the interface with the institutional record keeping system.

## Academic Performance Table

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 who were dismissed, withdrew from the institution, or transferred 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								

## Academic Advisement

1. Describe the academic advisement procedures used by the aviation program.
  
2. List the faculty/staff members who are serving as academic advisors, and indicate the number of students assigned to each.

## Student Activities

1. List the student organizations sponsored by the aviation unit and that are primarily for aviation students. Include the organization name, the approximate number of members or participants, and a brief statement of purposes and/or activities.
2. Describe the extent to which aviation students participate in course and faculty evaluation, curriculum development and revision, and other student/faculty activities.
3. Describe the extent to which aviation students participate in campus-wide activities.

## Graduates and Placement Data Table

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

Year					
Associate					
Baccalaureate					

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

Type of Employer/Advanced Degree	No. of Students
Aviation-related employment or degrees:	
Aviation Management	
Flight	
Aviation Electronics	
Air Traffic Control	
Aviation Maintenance	
Safety	
Material or Equipment Supplier	
Manufacturing	
Other employment	
Aviation-related degree	
Other, non-aviation-related employment or degrees	
Non-Aviation Employment	
Non-Aviation Degree	
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 (include copies of forms used in Appendix.

Additional Comments:

## SECTION III

### PROGRAM EDUCATIONAL OBJECTIVES (AABI 201, Criteria 2.2, 3.2)

	PAGE
A. Program Educational Objectives	19
B. Assessment	20

### III. A PROGRAM EDUCATIONAL OBJECTIVES CRITERION

(“Educational Objectives” are what a given curriculum is intended to prepare graduates to know and do and are measurable.)

1. Provide applicable mission statements of the institution and the aviation unit, indicate where they are published, and describe how the mission statement of the aviation unit clearly complements the institutional mission.
  
2. List published educational objectives, explain the process by which they are established, state how they are measured, and describe how they are consistent with the institution’s and the aviation unit’s missions.
  
3. List and describe the program constituents and explain the process by which various constituencies assist in determining and evaluating the program objectives.
  
4. Explain how the curriculum and curriculum process are designed to achieve the program objectives.

### III. B ASSESSMENT

Describe the specific process and timeline for ongoing evaluation of educational objectives:

1. Timeline (schedule) of assessments
  
2. What, how and from whom data are collected
  
3. How assessment results are used and by whom to document successes and shortcomings
  
4. How plans are established to address shortcomings
  
5. How the assessment results are used to improve program effectiveness

Additional comments:

## SECTION IV

### PROGRAM OUTCOMES (AABI 201, Criteria 2.3, 3.3)

	PAGE
A. Outcomes Criterion	22
B. Assessment	23

#### IV. A. OUTCOMES CRITERION

*(“Outcomes” are what a given curriculum actually achieves in relation to educational objectives.)*

1. List the general outcomes (AABI 201, Criteria 2.3 [a-j] for baccalaureate and 3.3 [a-h] for associate programs) and state how they are measured.
2. List program-level outcomes and state how they are measured. As a minimum program specific criteria should be met (AABI 201, Criterion 4).
3. List of materials (i.e. student work; handbooks; etc.) available for review during the site visit to demonstrate achievement of the general and specific program outcomes.

#### IV. B. ASSESSMENT

Describe the process and timeline for ongoing assessment of outcomes including:

1. Timeline (schedule) of assessments
  
2. What, how and from whom data are collected
  
3. How assessment results are used and by whom to document successes and shortcomings
  
4. How plans are established to address shortcomings
  
5. How the assessment results are used to improve program effectiveness

Additional comments:

## **SECTION V**

### **CURRICULUM**

(AABI 201, Criteria 2.4, 3.4, 4.0)

	PAGE
A. Curriculum Criterion	25
B. Aviation Course Sequencing	26
C. Course Offerings	27
D. Supporting Disciplines	29
E. Assessment	30

(Please complete one **SECTION V, Curriculum**, for each program submitted for accreditation.)

Note: Include in the Appendices updated copies of applicable curriculum review forms from AABI 202 (Application).

V. A. Curriculum Criterion.

The requirements specify subject areas appropriate to aviation programs, but do not prescribe specific courses. The program's faculty must ensure that the aviation curriculum devotes adequate attention and time to each component, consistent with the objectives of the program and institution. Students must be prepared for careers in aviation and aerospace through the curriculum culminating in comprehensive projects or experiences based on the cumulative knowledge and skills acquired in earlier course work.

Describe the process by which the program curriculum meets the following criteria. Cite appropriate evidence and describe where it may be found/evaluated by the visiting team:

1. A combination of college level mathematics and basic sciences appropriate to the program.
2. A general education component that complements the aviation contents of the curriculum and is consistent with the program and institution objectives.
3. The following aviation topics:
  - a. Attributes of an aviation professional, career planning and certification
  - b. Aircraft design, performance, operating characteristics, and maintenance
  - c. Aviation safety and human factors
  - d. National and international aviation law and regulations
  - e. Airports, airspace and air traffic control
  - f. Meteorology and environmental issues
4. Specific program-level criteria (AABI 201, Criterion 4.0)

V. B. Aviation Course Sequencing

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.





V. D. Supporting Disciplines

1. List the required courses in the aviation program being submitted in this section taught by other academic units. Indicate other disciplines that utilize the same course. (If widely used, indicate "all campus.")

Course No.	Course Title	Other disciplines using Course

2. (Optional) Discuss the adequacy of the courses. (This allows the institution to state a case for needing courses other than those available currently or for dropping an existing course.)

## V. E. Assessment

Describe the process and timeline for ongoing assessment of the curriculum including:

1. Timeline (schedule) of assessments
2. What, how and from whom data are collected
3. How assessment results are used and by whom to document successes and shortcomings
4. How plans are established to address shortcomings
5. How the assessment results are used to improve program effectiveness

Additional comments:

Please include a copy of assessment plan for each program in Appendix.

## SECTION VI

### FACULTY AND STAFF (AABI 201, Criteria 2.5, 3.5)

	PAGE
A. Current Faculty	32
B. Current Staff	33
C. Faculty Assignment Definitions	34
D. Current Faculty Assignments	35
E. Compensation and Benefits	36
F. Evaluation and Promotion Policies	37
G. Professional Development	38
H. Assessment	39





## VI. C. Faculty Assignment Definitions

Define what constitutes a full-time faculty assignment in the aviation unit. Discuss institutional regulations that influence this definition. Include formulas and load factors for various courses and other activities. Define positions of instructors, lecturers, adjuncts, etc.



VI. E. Compensation and Benefits

1. 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 visiting team. Indicate the average 9-month salaries by rank.

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					
	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.						

2. Describe how the salaries of aviation faculty relate to those of comparable academic units within the institution
3. Briefly describe the benefits programs for faculty and staff

VI. F. Evaluation and Promotion Policies

1. Faculty Evaluation  
Describe the procedures for evaluating the faculty of the aviation unit and explain how aviation faculty evaluation process relates to those of comparable academic units. (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.)
  
2. Tenure and Promotion  
Describe the criteria and procedures for promotion and tenure of aviation faculty.

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		

3. Explain how the distribution of aviation faculty by rank relates to those of comparable academic units.
  
4. Does the institution/program have a post-tenure review policy? Describe.

## VI. G. Professional 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 professional development activities

Additional comments:

## VI. H. Assessment

Describe the process and timeline for ongoing assessment of all aspects related to faculty including:

1. Timeline (schedule) of assessments
  
2. What, how and from whom data are collected
  
3. How assessment results are used and by whom to document successes and shortcomings
  
4. How plans are established to address shortcomings
  
5. How the assessment results are used to improve program effectiveness

Additional comments:

## SECTION VII

### FACILITIES, EQUIPMENT AND SERVICES

(AABI 201, Criteria 2.6, 3.6)

	PAGE
A. Classrooms	41
B. Laboratories	43
C. Staff Offices	44
D. Airport Facilities	45
E. Library	46
F. Instructional Media Services	47
G. Computer Facilities	48
H. Placement Services	49
I. Instructional Equipment	50
J. Assessment	51



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).

VII. B. Laboratories

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.

Additional comments:

VII. C. Staff Offices

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

Bldg.	Room #	Area	Occupant

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

Additional comments:

VII. D. Airport Facilities

1. 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)

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

Additional comments:

VII. E. Library

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.

## VII. F. Instructional Media Services

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 V Curriculum**, that are taught via distance education formats.

## VII. G. Computer Facilities

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.

## VII. H. Placement Services

1. Describe the institution's placement services.
  
2. List the companies that used the institution's placement service during the past year and those that requested interviews with graduates of the aviation program.

Additional comments:

VII. I. Instructional Equipment

1. List aircraft/flight training devices/air traffic simulators/engine test facilities (group by categories):

Manufacturer	Year/Model	#	Course(s) for which used

2. Other instructional equipment: Describe any special or unique types of instructional equipment; such as engine test cells, avionics test equipment, etc.; indicating type, number and courses for which used.

## VII. J. Assessment

Describe the process and timeline for ongoing assessment of all aspects related to facilities and equipment, including:

1. Timeline (schedule) of assessments
  
2. What, how and from whom data are collected
  
3. How assessment results are used and by whom to document successes and shortcomings
  
4. How plans are established to address shortcomings
  
5. How the assessment results are used to improve program effectiveness

Additional comments:

## SECTION VIII

### ORGANIZATION AND ADMINISTRATION

(AABI 201, Criteria 2.7, 3.7)

	PAGE
A. Organizational Charts	53
B. Institutional Support	54
C. Aviation Unit Administration	55
D. Related Programs	56
E. Institutional Budget	57
F. Aviation Unit's Next Higher Administrative Level Budget	58
G. Aviation Unit Budget	59

## VIII. A. Organizational Charts

1. Provide organizational charts for the institution that describe the place of the aviation unit within the institution's administrative structure starting with the governing board.
2. Indicate the names of incumbents in positions directly related to the aviation unit.

## VIII. B. INSTITUTIONAL SUPPORT

Describe how the administration of the institution enables the aviation program to develop and to carry out fully its unique responsibilities as defined by its stated mission.

VIII. C. Aviation Unit Administration

1. Administrator of aviation unit: \_\_\_\_\_  
Name of incumbent \_\_\_\_\_  
Title \_\_\_\_\_
2. Describe the administrative procedures of the 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

#### VIII. D. Related Programs

1. Describe intra-campus and multi-campus relationships with allied disciplines.
2. Describe provisions that have been established for interfacing with related programs and for the interaction of the faculty with those in other disciplines.

VIII. E. Institutional Budget

1.

Indicate the approximate amount and percentage of the institution's 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 the institution's 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%

VIII. F. Aviation Unit's Next Higher Administrative Level Budget

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.

Next Higher Administrative Level  
Operating Revenue for \_\_\_\_\_

Source	Amount(s)	%
Institutional Funds	_____	_____
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.

Next Higher Administrative Level  
Expenditures for \_\_\_\_\_

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

VIII. G. Aviation Unit Budget

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%

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.

Additional comments:

## SECTION IX

### AVIATION SAFETY CULTURE AND PROGRAM

	PAGE
A. Aviation Program Safety	61
B. Assessment	63

IX. A. Aviation Program Safety

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(s).

- 2. Describe the aviation safety program including operational areas covered (e.g. Flight, Maintenance Labs, Airport Ramp and Fueling):

3. Does the Aviation Program have a designated Safety Officer/Committee?

Yes  No If yes, describe:

4. Does the Aviation Program have a Safety Hazard Incident reporting system where students and instructors can routinely report incidents, occurrences or other safety hazards?

Yes  No If yes, describe how the information and any analysis is used to support the Safety Program.

## IX. B. Assessment

Describe the process and timeline for ongoing assessment of all aspects related to the safety program and culture, including:

1. Timeline (schedule) of assessments
  
2. What, how and from whom data are collected
  
3. How assessment results are used and by whom to document successes and shortcomings
  
4. How plans are established to address shortcomings
  
5. How the assessment results are used to improve program effectiveness

Additional comments:

## SECTION X

### RELATIONS WITH INDUSTRY

	PAGE
A. Advisory Committees	65
B. Contributions	66
C. Seminars and Short Courses	67
D. Research	68
E. Work Experience Programs	69
F. Placement Assistance	70
G. Student/Industry Interaction	71
H. Assessment	72

X. A. Advisory Committees

1. List the members of the industry alumni advisory committee, their corporate affiliations and the type of aviation activity they represent.

Name	Affiliation	Activity

2. Describe Advisory Committee objectives and procedures, including frequency of meetings and whether minutes are recorded.
3. List dates of meetings in the last year.
4. Describe the ways in which the Advisory Committee has assisted the aviation unit.

X. B. Contributions

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.

X. C. Seminars and Short Courses

Indicate the seminars and short courses conducted by the aviation faculty for the aviation industry during the past year. Indicate the names of the aviation faculty that participated as chairman, group leaders, lecturers, etc.

Dates	Description	No. of Participating	Faculty Participants

Additional comments:

X. D. Research

1. Indicate research, both sponsored and un-sponsored, conducted by the aviation unit during the past five years. Indicate the sponsors, the amount of funding and the major investigator(s).

Date	Description	Sponsor	Amount (\$)	Major Investigator (s)

Additional comments:

## X. E. Work Experience Programs

1. Describe the internship, cooperative or other work experience program.
  
2. Describe the summer job program. Indicate the number of students and companies involved during the past year.

## X. F. Placement Assistance

1. Describe activities of the institution's placement services to assist graduates with the job placement process.
2. Describe activities of the aviation unit to assist individual employers with the job placement process. (Exclude the institution's placement services discussed in #1 [above].)
3. Describe coordinated efforts with aviation industry and associations to place graduates with employers.

## X. G. Student/Industry Interaction

1. List the national aviation associations that sponsor student organizations affiliated with the aviation unit. Describe the interaction with the sponsoring association.
2. List the major field trips taken during the past year. Include the location, number of participants and the associated course, if any.
3. List the guest lecturers for the past year. Include the lecturer's name, topic, date and course for each.

## X. H. Assessment

Describe the process and timeline for ongoing assessment of all relations with industry including:

1. Timeline (schedule) of assessments
  
2. What, how and from whom data are collected
  
3. How assessment results are used and by whom to document successes and shortcomings
  
4. How plans are established to address shortcomings
  
5. How the assessment results are used to improve program effectiveness

Additional comments:

## SECTION XI

### APPENDICES

	PAGE
A. Faculty Curriculum Vitae or Résumés Arrange alphabetically by last name (please insert a blank sheet between each CV/résumé).	74
B. Course Outlines Arrange numerically (please tab or insert a blank sheet between each course).	75
C. Assessment Plan for Each Program in Section V	76
D. Principle Forms	77
Other Appendices as appropriate	78

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

## **APPENDIX A**

### **FACULTY CURRICULUM VITAE OR RÉSUMÉS**

Arranged Alphabetically by Last Name

## **APPENDIX B**

### **AVIATION COURSE OUTLINES/SYLLABI**

Arranged Numerically

Note: All outlines/syllabi must include course objectives

## **APPENDIX C**

### **ASSESSMENT PLAN FOR EACH PROGRAM IN SECTION V**

**APPENDIX D**  
**PRINCIPLE FORMS**

**ADD OTHER APPENDICES AS APPROPRIATE  
(LABEL THEM APPENDIX E, F, ETC.)**

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