

# AABInternational

## TYPICAL SCHEDULE FOR A VISITING TEAM

### FORM 207

Four to six weeks prior to the visit, a conference call will be scheduled with all team members, the AABI staff and institution to plan the visit, including travel and visit logistics. At the conclusion of the call, the team and AABI will discuss visit issues and preliminary assignments. Team members will be asked to complete draft reports and send to all members one week prior to visit.

The visitation normally will take three days (typically Sunday-Tuesday); however, the length of the visit is dependant upon the number of programs under review and number of campuses or off-campus locations to be visited. The visiting team meets at the institution, or at another mutually agreed-upon location, on the afternoon of the day of arrival (normally Sunday).

It is expected that a visit will include some or all of the following:

#### **I. Afternoon of Arrival Day (Sunday)**

The team should hold a conference with the aviation program(s) administrators to review final details of the visit, including the interview list and time schedule. This conference is held so that the visiting team and institution may be made aware of any unique issues. This may be conducted in conjunction with or just prior to an informal social gathering of institutional representatives and visiting team members.

After this conference, the team chair will hold an executive session of the team to review assignments and the work schedule, to review the appropriate AABI documents dealing with accreditation visits, and to consider other necessary details.

The team chair should make specific individual assignments which may include, but need not necessarily be limited to, the following:

1. Tour of laboratories, classrooms, offices, and other physical plant facilities and equipment, with the instructor(s) responsible for each.
2. Interviews with individual faculty members (preferred) and/or groups of faculty members. Topics should include faculty opinions of the aviation program, its role or function, strengths and weaknesses, and areas for possible improvement.
3. Interviews with individual students or groups of students on strengths and weaknesses, and areas for possible improvement.
4. Observation of a sampling of lectures, laboratories and related instruction.
5. Interviews with the admissions officer, the librarian most concerned with the aviation education holdings, the financial aid officer, the placement officer, others who contribute to the success of the aviation program, representatives of agencies with which students have had or are gaining work experiences, local professionals, and others as identified by the team chair.
6. Conference with the aviation program administrator (usually department chair).
7. Conferences with executive officers (president, provost, academic V.P., financial V.P., dean) focusing on institutional support for aviation program(s).

The visiting team will review some or all of the following materials and data, which should be readily available:

1. A syllabus outlining in reasonable detail the content of courses required in the curriculum and a course calendar.
2. A list of textbooks, laboratory manuals and reference materials used.
3. Copies and/or examples of quizzes, midterm and final examinations, term papers, and special study assignments given. These should be representative of student work and not a compilation only of the best work. Evidence of any contact the undergraduate students may have with research, community service, and internships or similar professional experiences.
4. List of graduates within last 12 months which can be used to identify a sample group for review of transcripts.

## **II. Second Day (Monday)**

On the morning of the second day, the team chair should hold a conference with the aviation program(s) administrator(s) to explain the purpose of the visit, how it is to be carried out and the fact that only the strengths and weaknesses will be presented at the out briefing. The team chair should also discuss the following:

1. Operating finances.
2. Relationships with the next higher administrative level and with administrators of the institution.
3. Other topics as deemed necessary for the accomplishment of the visit by the team chair and the Program Administrator.

The team chair may elect to include all Team members in the conference with the aviation program administrator. Otherwise, Team members will proceed to carry out their assigned responsibilities.

The team chair should interview the appropriate higher-level academic administrators (dean, provost, academic V.P., financial V.P., president, others) to ascertain the level of support for aviation programs. The chair will also explain the purpose of the visit, how it is being carried out and the fact that only the strengths and weaknesses will be presented at the out briefing. Team members may be included in these meetings at the discretion of the chair.

Luncheon Meeting. Representatives of the institution and the members of the team may join in a luncheon, if they so desire. Normally, a group including the dean, other department heads, aviation program faculty, student representatives and industry advisory board members will be involved.

Afternoon of the Second Day. Team members proceed with their respective assignments.

Evening of the Second Day. The team should dine together apart from institutional representatives. Afterwards, the team will reassemble for a review of findings concerning program and administrative elements examined that day. Strengths and weaknesses discovered in both program and supporting areas should be discussed. Wherever unusual conditions are encountered by one team member, another team member should be assigned to make a cross-check. Members will substantially complete the Visiting Team Report. This activity is usually quite protracted.

### **III. Third Day (Tuesday)**

The team will hold an executive session at the institution to evaluate the visit to that point, and decide whether additional information is required.

Team members will gather whatever additional information as necessary and as assigned by the team chair.

The team will assist the team chair in preparing the out briefing, which is given as an exit interview, during which the Team as a whole meets with the program administrator, the administrator of the next higher unit, and the Chief Executive Officer of the institution.

The Team will reach consensus on the recommended accrediting actions.

The out briefing will be presented orally, may include a PowerPoint presentation and will cover the following information reached by team consensus:

1. An objective analysis of the visiting team which includes a summary of the significant strengths and weaknesses. The team chair will conduct this briefing. Team members should be supportive. The team chair should take care to avoid any kind of a debate during the briefing with either the institution's administration or faculty, or with other team members.
2. **THE AGREED UPON SUGGESTIONS AND RECOMMENDATIONS OF THE VISITING TEAM REGARDING ACCREDITATION SHOULD NOT BE MENTIONED TO INSTITUTIONAL OFFICIALS DURING THIS MEETING OR AT ANY OTHER TIME DURING THE VISIT.**
3. The team chair and the Executive Director (if present) will explain the procedures in the accreditation process including an expected timetable for the subsequent accrediting actions.

4. Final adjournments of the site visit should be timed to permit team members to make air or other transportation connections so that they may arrive home on the evening of the third day (Tuesday).

#### **IV. After Visit is Completed**

Team members should mail their travel expense request form to the AABI central office within seven (7) days after the visit has been completed, along with a completed Form 214 (the Team chair, a completed Form 215 for each team member) to the AABI central office. The chair will also send a copy of Form 215 to the team member. Team members will not be reimbursed until all assessment forms are received.

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