



Criteria Committee Meeting

July 18, 2018

8:45 – 10:00

Juan Merkt, Chair
Guy Smith, Co-Chair

Meeting Agenda

- Criteria Committee – Roll Call (Quorum not required)
- Criteria Committee – The AABI Criteria: How are they developed /changed?
- **AABI Policy 3.4.2 Special Session**
- Criteria Committee – New Business

Criteria Committee Roll Call

- 
- Juan Merkt, Chair
 - Guy Smith, Co-Chair
 - Ted Beneigh
 - Steve Brown
 - Elizabeth Larson
 - Jordan Lyons
 - Richard Mangrum
 - Scott McFadzean
 - Lynne McMullen
 - Mary Niemczyk
 - Chris Odetunde
 - Raymond Thompson
 - Pete Wolfe
 - Gary Northam, Ex Officio
 - Ceci Shirley, Staff Liaison

The AABI Criteria: How are they developed/changed?

- Proposed changes discussed & evaluated by Criteria Committee
- Suggestions for changes can come from “anyone”
- Open meetings for discussion (2 per year)
- Recommended changes are submitted to Board for approval (**First Reading**)
- If approved, proposed changes are sent to member institutions for **COMMENT**
- Following comment period, Criteria Committee reviews the comments from member institutions at the NEXT MEETING
- Recommended changes are submitted for final approval to Board (**Second Reading**)
- The changes are finally incorporated in AABI Form 201 “**The Criteria Manual**”

AABI Policy 3.4.2 Special Session

- **Chronology** of Policy 3.4.2
- **What** is Required?
- **Where** should you Publish
- **Deadlines**
- Non-Compliance – **Consequences**
- **Examples** of Compliance
- **Q & A**



AABI Policy 3.4.2 Chronology

Ceci Shirley & Vic Montanez

December 6, 2011

3.4.2 Institutions **should** broadly and accurately publish the objectives of each accredited program, admission requirements, program assessment measures employed and the information obtained through these assessment measures and report on actions taken as a result of this assessment, **to include but not limited to**: student achievement, the rate and types of employment of graduates, and any data supporting the qualitative claims made by the program.

July 9, 2012

AABInternational

July 9, 2012

President
University
Address 1
Address 2
City, State, Zip

Dear Name:

As part of the CHEA recognition process, we have been advised to expand the AABI Public Release policies to comply with CHEA recognition policy 12B which states:

12B. DEMONSTRATES ACCOUNTABILITY. The accrediting organization demonstrates public accountability in two ways. It has standards that call for institutions to provide consistent information about academic quality and student achievement and thus to foster continuing public awareness, confidence, and investment. Second, the accrediting organization itself demonstrates public involvement in its accreditation activities for the purpose of obtaining perspectives independent of the accrediting organization. Representatives of the public may include students, parents, persons from businesses and the professions, elected and appointed officials, and others. To be recognized, the accrediting organization provides evidence that it has implemented:

1. Accreditation standards or policies that require institutions or programs routinely to provide reliable information to the public on their performance, including student achievement as determined by the institution or program:

In compliance with this, the AABI Policy and Procedures Manual revised February 17, 2012, section 3.4.2 states:

3.4.2 Institutions should broadly and accurately publish the objectives of each accredited program, admission requirements, program assessment measures employed and the information obtained through these assessment measures and report on actions taken as a result of this assessment, to include but not limited to: student achievement, the rate and types of employment of graduates, and any data supporting the qualitative claims made by the program.

A letter was sent to all institutional presidents, with a copy to program heads, regarding compliance with then-Policy 3.4.2.

January 3, 2013

Council for
Higher Education
Accreditation

One Dupont Circle NW • Suite 510
Washington DC 20036-1135

tel: 202-955-6126
fax: 202-955-6129



December 20, 2012

David G. Carter (Chair)
Connecticut State University System
Charles Larson (Vice Chair)
Volkswagen Group
Madlyn L. Hanes (Secretary)
Commonwealth Campus,
Pennsylvania State University
John E. Bassett (Treasurer)
Heritage University

Mr. Gary Kitley
President
Aviation Accreditation Board International
3410 Skyway Drive
Auburn, AL 36830

Dear Gary:

Bobby Fong
(Member-at-Large)
Utah State College
Dorothy Leland
(Member at Large)
University of California, Merced

The Council for Higher Education Accreditation (CHEA) Committee on Recognition met on November 19-20, 2012. During that meeting, the committee reviewed the application for recognition submitted by the Aviation Accreditation Board International (AABI). I am pleased to inform you that the committee on recognition is recommending to the CHEA Board of Directors that AABI be granted CHEA recognition with a report as described below. CHEA will work with AABI on determining a future date to submit the report.

Caesar Andrews
University of Nevada, Reno
Andrew Benton
Pepperdine University
John C. Bravman
Suckwell University
James L. Gaudino
Central Washington University

The committee is calling on AABI to submit a report on its implementation of accreditation standards that require programs routinely to provide reliable information to the public on their performance, including student achievement as determined by the institution or program (Paragraph 12(B)(1), 2010 CHEA Recognition Policy and Procedures). The committee is also asking for AABI to consider whether the use of "should" within its accreditation standard under Section 3.4.2. of the AABI Policies and Procedures Manual appropriately conveys the AABI standard is a requirement (in contrast to an option) that programs provide reliable information to the public.¹

David Johnson, III
Intermountain Healthcare
Harold L. Martin, Sr.
North Carolina A&T State University

The 2006 CHEA Recognition Policy and Procedures require that recommendations from the committee on recognition be transmitted to the CHEA Board of Directors for final action. Please be aware that this recommendation will be reviewed and acted upon by the CHEA Board of Directors at its meeting on January 28, 2013. Until that action becomes final, the committee's recommendation is an interim determination only. The recommendation by the committee should not be interpreted or publicized by the organization as constituting a grant of recognition and does not represent completion of the CHEA recognition process.

Joe D. May
Louisiana Community and
Technical College System

If you have a question about the committee action or the recognition process, please contact Leah Matthews, CHEA Vice President for Recognition Services.

Judy C. Miner
Foothill College
Karen W. Morse
Western Washington University

Thank you.

Elsa Nofez
Eastern Connecticut State University

Sincerely,

Judith Eaton
President

Paula Polnowich
National Labor College

Craig D. Swenson
Regency University

c: Leah Matthews, Vice President for Recognition Services

Satish Tripathi
University at Buffalo, SUNY

¹ Following the November 19-20, 2012 meeting, AABI submitted a letter dated November 27, 2012 indicating that its Bylaws and Policies & Procedures Committee will be convening to review Section 3.4.2 of its standards.

The CHEA Committee on Recognition called on AABI "to submit a report on implementation of standards requiring programs routinely to provide reliable information to the public on their performance including student achievement."

The Committee also asked AABI to consider whether the use of "should" appropriately conveys that the standard is required.

March 12, 2013

AABInternational

March 12, 2013

Dr. Mary Niemczyk
Arizona State University
Aviation Management Technology
7442 E. Tillman Avenue
Mesa, AZ 85212

Dear Mary:

I am very pleased to report that during the January 2013 meeting of the Council for Higher Education Accreditation's (CHEA's) Board of Directors, it was announced that AABI's renewal of recognition was approved. Of 11 accreditors reviewed by the CHEA Board, only three were granted recognition; the other eight actions were deferred. We are very proud of that accomplishment and pledge to maintain CHEA recognition.

To that end, we are requiring all AABI-accredited institutions to report compliance with recently approved Section 3.4.2 of the Policies & Procedures Manual (Form 225):
Institutions MUST broadly and accurately publish the objectives of each accredited program, admission requirements, program assessment measures employed and the information obtained through these assessment measures and report on actions taken as a result of this assessment, to include but not limited to: student achievement, the rate and types of employment of graduates, and any data supporting the qualitative claims made by the program.

Reviews of Web sites and institutional responses in 2012 of AABI-accredited programs indicated that many do not meet this requirement, were in the process of developing publication of the information or were partially in compliance. As a condition of CHEA recognition, AABI must submit a report detailing implementation of 3.4.2 requiring programs to routinely provide reliable information to the public on their performance, including student achievement as determined by the institution or program (Paragraph 12[B](1), 2010 CHEA Policy and Procedures).

We request that you direct your staff to examine compliance with AABI 3.4.2. Please provide a response to this office by May 13, 2013, detailing the public reporting of performance information that is being made available to the public and where that information can be found.

AABI is proud to have Arizona State University as an accredited institutional member and we remain committed to advance self-regulation through accreditation.

Sincerely,



Gary W. Kiteley
President

cc: Dr. Michael Crow
AABI Executive Committee
Dr. Thomas Q. Carney, Chair, CHEA and Accreditation Committees

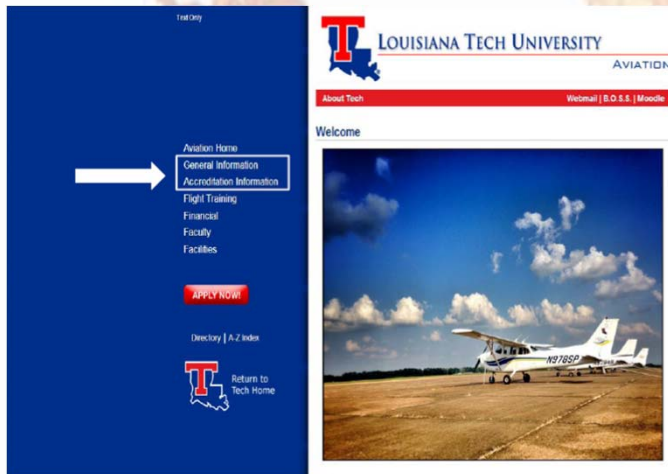
A letter was sent to all
AABI-accredited
program heads in
follow-up to the July
2012 letter regarding
compliance.

February 20, 2014



AABInternational
WINTER MEETING

Policy 3.4.2 Compliance
www.latech.edu/aviation



Outcomes Training Workshop

Featured best practices from:
Stephen Belt, Saint Louis
University; and
Gary Odom, Louisiana Tech
University

September 10, 2015

Dr. Mary Niemczyk
Arizona State University
744 E. Innovation Way North
Mesa, AZ 85212

Dear Mary:

The Ad Hoc CHEA Committee is preparing AABI's interim report, which is due to CHEA on December 1, 2015. As a specialized/programmatic accreditor recognized by CHEA, AABI is required to be in compliance with CHEA Recognition Policies and Procedures, including some sections that have been revised since our recognition in January 2013.

To ensure our compliance, we are requiring all institutions with AABI-accredited programs (and those programs in candidate status) to report compliance with Section 3.4.2 of the Policies & Procedures Manual (Form 225):

Institutions MUST broadly and accurately publish the objectives of each accredited program, admission requirements, program assessment measures employed and the information obtained through these assessment measures and report on actions taken as a result of this assessment, to include but not limited to: student achievement, the rate and types of employment of graduates, and any data supporting the qualitative claims made by the program.

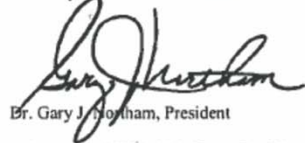
CHEA also now requires recognized accreditors to inform the public about their accreditation decisions. To meet this requirement, once an institution has been notified of the Board's action following a meeting, AABI will inform the public about its accreditation decisions (per Paragraph 12[B]5), 2010 CHEA Recognition Policy and Procedures) via a "Summary of Recent Actions" that will be published on the AABI Web site (www.aabi.aero) following each Winter and Annual Meeting. The Bylaws and Policies & Procedures Committee has approved revisions to Section 2.7 of the Policies & Procedures Manual (P&P, Form 225), and the addition of a new subsection 2.7.1; please see the enclosed excerpt and newsletter.

In addition, AABI is required to be in compliance with CHEA Paragraph 12(B) (10) of the 2010 CHEA Recognition Policy and Procedures: A practice of informing the public about the harm of degree mills and accreditation mills. To be in compliance, a new CHEA page has been added to the AABI Web site; please visit <http://www.aabi.aero/chea.html> for details.

We request that you direct your staff to examine your institution's compliance with AABI 3.4.2. Please provide a response to this office by November 1, 2015, detailing the reporting of performance information that is being made available to the public and where that information can be found.

AABI is proud to have Arizona State University as an accredited institutional member and we remain committed to advancing self-regulation through accreditation.

Sincerely,

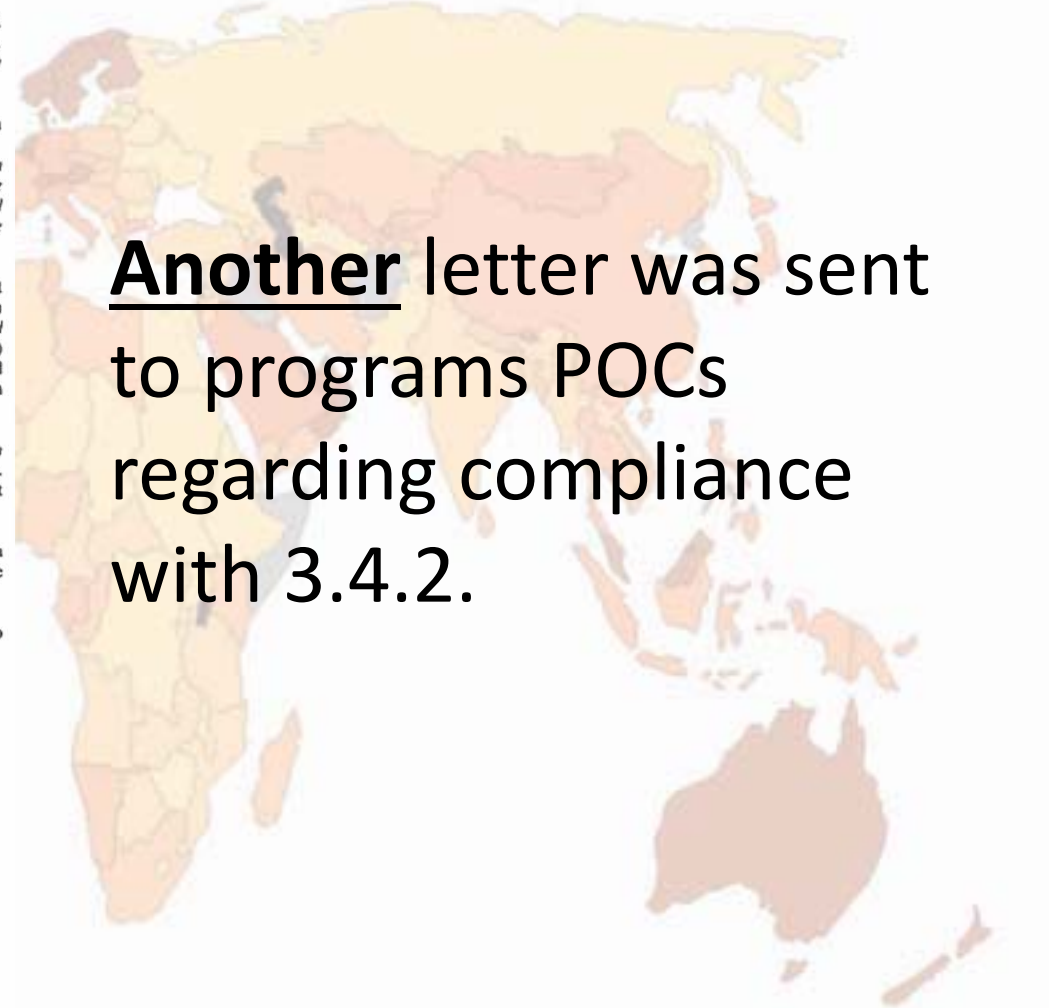


Dr. Gary J. Northam, President

cc: Dr. Michael M. Crow, President
AABI Executive Committee
Dr. Thomas Q. Carney, Chair, CHEA and Accreditation Committees
Mr. Gary W. Kiteley, President Emeritus, and Co-Chair, CHEA Committee

- Aviation Management
- Aviation Maintenance
- Avionics/Electronics
- Aviation Studies
- Flight Education
- Aviation Safety Science
- Air Traffic Control
- Unmanned Aircraft Systems
- Graduate Studies

September 10, 2015

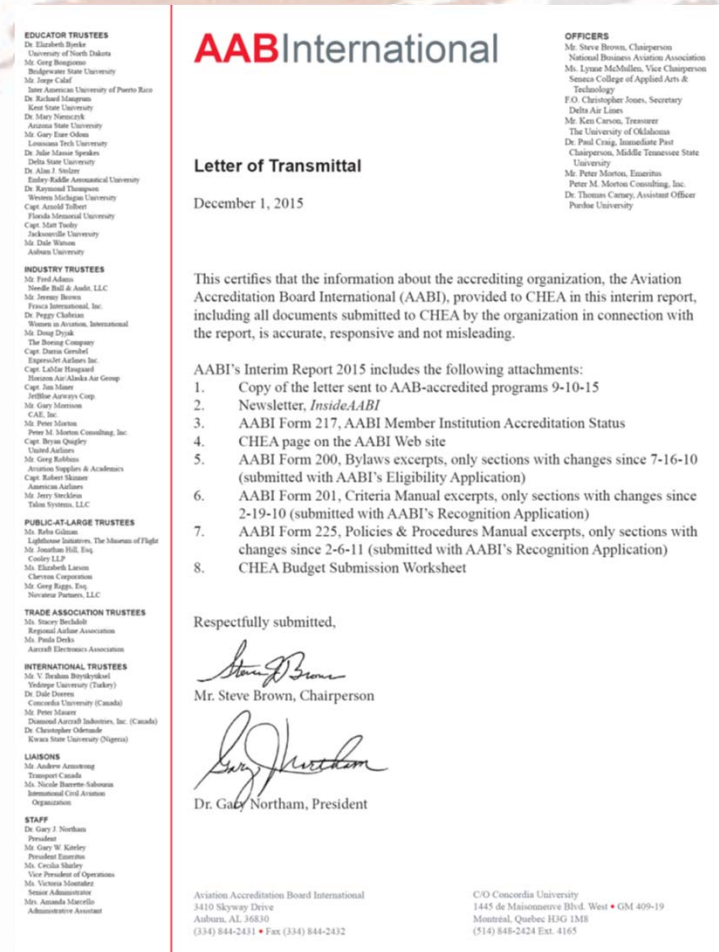


Another letter was sent to programs POCs regarding compliance with 3.4.2.

December 1, 2015

AABI submitted an interim report to CHEA, including a report on Policy 3.4.2 that the revision was approved:

3.4.2 Institutions ~~should~~ **MUST** broadly and accurately publish the objectives of each accredited program, admission requirements, program assessment measures employed and the information obtained through these assessment measures and report on actions taken as a result of this assessment, to include but not limited to: student achievement, the rate and types of employment of graduates, and any data supporting the qualitative claims made by the program.



AAB International

Aviation Management
Aviation Studies
Air Traffic Control

Aviation Maintenance
Flight Education
Unmanned Aircraft Systems

Avionics/Electronics
Aviation Safety Science
Graduate Studies

Arizona State University	http://poly.engineering.asu.edu/aviation/ http://poly.engineering.asu.edu/aviation/air-traffic-management-bs/ http://poly.engineering.asu.edu/aviation/air-transportation-management-bs/ http://poly.engineering.asu.edu/aviation/profile https://uoeee.asu.edu/?home		
Auburn University	https://oira.auburn.edu/ https://oira.auburn.edu/factbook/acadinfo/degrees-by-college-major1213.pdf		
Bridgewater State University **	http://www.bridgew.edu/academics/colleges-departments/department-aviation-science		
Delta State University	http://www.deltastate.edu/college-of-business-aviation/about-aviation/		
Dowling College	http://www.dowling.edu/academics/school-aviation-27110		
ERAU – (all campuses) Daytona Beach, Prescott, WW	http://www.erau.edu/degrees/catalog/index.htm http://ir.erau.edu/Factbook/Retention/ http://ir.erau.edu/Factbook/Alumni/index.htm		
Florida Institute of Technology	http://admission.fit.edu/freshman http://www.fit.edu/oie		
Florida Memorial University	http://www.fmuni.edu/academics/school-of-sciences/departments/department-of-aviation-programs/		
Hampton University	http://www.hamptonu.edu/about/facts.cfm http://aviation.set.hamptonu.edu/page/Graduate-Bates http://aviation.set.hamptonu.edu/page/Aviation http://aviation.set.hamptonu.edu/page/Flight-Operations http://aviation.set.hamptonu.edu/page/Air-Traffic-Operations		
Inter American University of Puerto Rico	http://www.interamerican.aero/ http://aeroweb.azurewebsites.net/?page_id=4		
Jacksonville University **	http://www.ju.edu/aviation/Pages/default.aspx http://www.ju.edu/aviation/Pages/AABI-Accreditation http://www.ju.edu/aviation/Pages/Vision-Mission http://www.ju.edu/aviation/Pages/Aviation-Majors http://www.ju.edu/aviation/Pages/Aviation-Majors-Flight-Operations.aspx		
Kansas State University – Salina	http://polytechnic.k-state.edu/aviation/PPILB.pdf		
Kent State University	http://www.kent.edu/admissions http://www.kent.edu/ir		
Louisiana Tech University	http://liberalarts.latech.edu/aviation/about/academic		
Mercer County Community College **	http://www.mccc.edu/aviation/ http://www.mccc.edu/aviation/mission.html http://www.mccc.edu/catalog/programs/AVIATION		
Middle Tennessee State University	http://www.mtsu.edu/programs/aerospace/ins http://www.mtsu.edu/aerospace/admission.php		
Minnesota State University – Mankato	http://www.mtsu.edu/aerospace/docs/accreditation/general-program-outcomes.pdf http://www.mtsu.edu/aerospace/docs/accreditation/StudentAchievement.pdf		
Mount Royal University	http://ed.mnsu.edu/aviation/ http://ed.mnsu.edu/aviation/major/ http://ed.mnsu.edu/aviation/program/ http://www.mtroval.ca/ProgramsCourses/FacultiesSchoolsCentres/Business/Programs/AviationDiploma/index.htm http://www.mtroval.ca/ProgramsCourses/FacultiesSchoolsCentres/Business/Programs/AviationDiploma/Admission/index.htm		
Oklahoma State University	https://uat.okstate.edu/index.php?option=com_content&id=96&Itemid=52		
Purdue University	https://polytechnic.purdue.edu/degrees/aviation-management/important-public-information http://www.admissions.purdue.edu/apply/crite http://www.admissions.purdue.edu/apply/crite http://www.iss.purdue.edu/Admission/ugrad.cfm https://polytechnic.purdue.edu/schools/aviation-transportation-technology/about/program-assessment?destination=node/4044 https://www.purdue.edu/datadigest/2013-14/Students/AcadPerf.html https://www.purdue.edu/datadigest/2013-14/Students/DegreesConf.html https://www.cco.purdue.edu/datamajor/ https://tech.purdue.edu/departments/aviation-technology/about/program-assessment?destination=node/4044 https://polytechnic.purdue.edu/degrees/professional-flight/important-public-information		
Rocky Mountain College	http://www.rocky.edu/academics/academic-programs/undergraduate-majors/aviation/AviationManagement.php http://www.rocky.edu/academics/academic-programs/undergraduate-majors/aviation/Aero		
Saint Louis University	http://parks.slu.edu/departments/aviation-science http://parks.slu.edu/departments/aviation-science/outcomes/ http://parks.slu.edu/future-students/admission		
Seneca College of Applied Arts & Technology	http://www.senecacollege.ca/school/aviation/ir http://www.senecacollege.ca/fulltime/FPR.html		
South Dakota State University	http://www.sdstate.edu/cs/undergraduate-programs/aviation/index.cfm		
Southeastern Oklahoma State University (main campus plus 3 branch campuses)	http://homepages.se.edu/aviation/		
Southern Illinois University at Carbondale **	http://aviation.siu.edu/ http://aviation.siu.edu/management/aas-avf/ http://aviation.siu.edu/management/aas-avf/admissions.php http://aviation.siu.edu/management/aas-avf/assessment-data.php http://aviation.siu.edu/management/aas-avf/our-mission.php		
University of Central Missouri	https://www.ucmo.edu/career/students/resources/stats.cfm		
University of Dubuque **	http://www.dbq.edu/Academics/OfficeofAcademicAffairs/AcademicDepartments/Aviation/ http://www.dbq.edu/Academics/OfficeofAcademicAffairs/AcademicDepartments/Aviation/About/ http://www.dbq.edu/Academics/OfficeofAcademicAffairs/AcademicDepartments/Aviation/BSAviationManagement/ http://www.dbq.edu/Academics/OfficeofAcademicAffairs/AcademicDepartments/Aviation/BSFlightOperations/		
University of Nebraska at Omaha	http://www.unomaha.edu/college-of-public-affairs-and-community-service/aviation/about-us/accreditation.php		
University of North Dakota	http://www.aviation.und.edu/Home/avit-mission.aspx http://www.aviation.und.edu/ProspectiveStudents/Undergraduate/commercialAvit.aspx http://www.aviation.und.edu/ProspectiveStudents/Undergraduate/airtrafficControl.aspx		
University of Oklahoma	http://und.edu/university-senate/committees/assessment/dept-assmt-plans.cfm http://und.edu/admission/undergraduate/apply/index.cfm http://und.edu/research/institutional-research/surveys/2014-employment.cfm http://und.edu/research/institutional-research/decision-support/retention.cfm http://und.edu/research/institutional-research/surveys/index.cfm		
University of Oklahoma	http://aviation.ou.edu/mission.html http://www.ou.edu/content/admissions/apply.html http://aviation.ou.edu/documents/SPECIALIZEDACCREDITATION.pdf http://www.ou.edu/career/students/advice-by-college/aviation/index.html		
Western Michigan University	http://www.wmich.edu/ir/reports/enrollment/mm/201340mmUG.pdf http://www.wmich.edu/ir/reports/retention/retention/compRetention3.pdf http://www.wmich.edu/aviation/files/programs/assessment/WMU-POST-GRAD-2011.pdf		
Westminster College	http://www.westminstercollege.edu/aviation/?parent=4125&detail=13182&content=17558		

www.aabi.aero

March 21, 2016

Council for
Higher Education
Accreditation

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fax: 202-955-6129

e-mail: chea@chea.org
web: www.chea.org

March 21, 2016

James L. Gaudino (Chair)
Central Washington University

Harold L. Martin, Sr.
(Vice Chair)
North Carolina A&T State University

Ella Nájera (Secretary)
Eastern Connecticut State University

Satish Tripathi (Treasurer)
University at Buffalo, SUNY

David Maxwell
(Member-at-Large)
Ozark University (Secretary)

Dorothy Leland
(Immediate Past Chair)
University of California, Merced

Cynthia Jackson-Hammond
Central State University

David Johnson, III
Public Member

Rock Jones
Ohio Wesleyan University

Bob Karsney
Allen and Company

Marcy Martin
San Diego State University

Jon D. May
Dakota County Community
College District

Judy C. Hiner
Foothill-De Anza Community
College District

Richard L. Patterson
Auburn University

George A. Pruitt
Thomas Edison State College

Alan E. Roszbau
U.S. Hong Kong

Paula M. Rooney
Drew College

Craig D. Swanson
University of the Rockies

Lesley Wilson
European University Association

Dr. Gary J. Northam
President
Aviation Accreditation Board International
3410 Skyway Drive
Auburn, AL 36830

Dear Gary:

At its March 7-8, 2016 meeting, the Council for Higher Education Accreditation (CHEA) Committee on Recognition reviewed the Interim Report and request for modification of scope submitted by the Aviation Accreditation Board International (AABI). This is to inform you that the committee acknowledged receipt of the report and approved the modification.

The previously approved AABI CHEA-recognized scope of accreditation read as follows:

Non-engineering aviation programs at the associate, baccalaureate, and graduate levels offered by colleges and universities in the United States and throughout the world. (2002)

The modified AABI CHEA-recognized scope of accreditation is as follows:

To accredit non-engineering aviation programs at the associate, baccalaureate, master's and doctoral levels offered by colleges and universities in the United States and throughout the world. (2016)

The committee also requests a follow-up report that provides additional evidence that AABI meets CHEA Standards 12.B.1. of the 2010 CHEA *Recognition of Accrediting Organizations Policy and Procedures*, which stipulate that AABI has implemented accreditation standards or policies that require institutions or programs routinely to provide reliable information to the public on their performance, including student achievement as determined by the institution or program. The committee notes that some AABI-accredited programs provide the relevant information called for in 12.B.1. while others do not and, at times, finding this information was difficult on some of the sites. On the accredited program's Website, links are to lead directly to program-specific performance information, including student achievement. A link to a general or institutional Website is not acceptable.

A national advocate and institutional voice for self-regulation of academic quality through accreditation. CHEA is an association of 3,000 degree-granting colleges and universities and recognizes 50 institutional and programmatic accrediting organizations.

CHEA's Committee on Recognition response:

“The committee notes that some AABI-accredited programs provide relevant information called for while others do not and, at times, finding this information was difficult on some of the sites. On the accredited program's Website, links are to lead directly to program-specific performance information, including student achievement. A link to a general or institutional Website is not acceptable.”

July 6, 2017

The Bylaws and Policies & Procedures Committee was convened electronically to revise Policy 3.4.2 to the current version:

For each AABI-accredited aviation program, institutions **MUST** accurately publish on the program's public website, a report of **student achievement data** including the following information, updated annually:

- The objectives of each accredited program
- Program assessment measures employed
- Graduation rates
- Rates and types of employment of graduates

Failure to be in continuous compliance may result in suspension of accredited status.

January 8, 2018

EDUCATOR TRUSTEES

Mr. Ken Carter
The University of Oklahoma
Dr. Mark Emswiler
University of North Dakota
Dr. William Hutto
Airbus University
Mr. Joshua Lyons
Louisiana Tech University
Dr. Richard Morgan
East State University
Dr. Ivan Markl
State Rhode Island University
Dr. May Mikozich
Airbus University
Dr. J. Ed Masini-Spaulo
Duke State University
Dr. Raymond Thompson
Western Michigan University
Capt. Arnold Tisher
Florida Memorial University
Capt. Matt Tully
Indiana University

INDUSTRY TRUSTEES

Mr. Paul Adams
North Bell & AWE, LLC
Capt. Andrew Allen
United Airlines
Mr. Jeremy Brown
Texas Instruments, Inc.
Dr. Peggy Chabris
Women in Aviation International
FD Systems
Delta Air Lines
Capt. Cliff Davis
The Boeing Company
Capt. David Gravel
Supercut Aircraft, Inc.
Capt. Brad Hinkle
Jalisco Airways Corp.
Capt. Robert Hines
American Airlines
Dr. Guy Smith
Tetra Associates
Mr. Jerry Strubbe
Tetra Systems, LLC

PUBLIC-AT-LARGE TRUSTEES

Carl Cass Daily
Dave Daily Aviation
Mr. Dale Gilson
LightKnox Aviation, The Museum of Flight
Mr. Elizabeth Leman
Chorus Corporation
Mr. Greg Rigg, Dag
Twinair Partners, LLC

TRADE ASSOCIATION TRUSTEES

Mr. Gary Biedick
Regional Airline Association
Mr. Paul Dells
Aircraft Maintenance Association

INTERNATIONAL TRUSTEES

Dr. Dale Dwyer
Concordia University
Dr. Steve Flisak
Hellenic American University
Mr. Douglas Adams Inc.
Yaroslavl University
Mr. Scott McFarlane
Diamond Aircraft Industries, Inc.

LIAISONS

Mr. Barbara Adams
Federal Aviation Administration

STAFF

Dr. Gray J. Hartman
President
Mr. Gray W. Kikley
President Emeritus
Mr. Charles Disher
Vice President of Operations
Ms. Victoria Mendenhall
Senior Administrator

AABInternational

January 8, 2018

Dr. William B. DeLauder, Chair
Committee on Recognition
Council for Higher Education Accreditation
One Dupont Circle, NW, Suite 510
Washington, DC 20036-1135

Dear Dr. DeLauder:

In reference to an email to Dr. Tom Comacchia dated July 16, 2017, and subsequent letter to him of September 7, 2017, the Aviation Accreditation Board International (AABI) described how we have responded to the need to modify the wording of our requirements regarding appropriate publication of student achievement by our accredited programs. The new wording that has been approved by the AABI Bylaws and Policies & Procedures Committee for immediate inclusion in the Policy & Procedures Manual (AABI Form 225) follows:

3.4.2 For each AABI-accredited aviation program, institutions MUST accurately publish on the program's public website, a report of student achievement data including the following information, updated annually:

- The objectives of each accredited program
- Program assessment measures employed
- Graduation rates
- Rates and types of employment of graduates

Failure to be in continuous compliance may result in suspension of accredited status.

The Report to the Committee on Recognition

The AABI Central Office has continued to promote the need for this change at the two AABI conferences in 2017. We have initiated multiple communications with our accredited programs to emphasize the necessity for these current requirements. Even though this policy is current and now available for all to read and implement, I indicated that it will require a year for them to make the necessary changes for full compliance. I specifically requested that we be given time to create a style form for our programs to follow that will provide a standardized format. Our timetable has not changed as we expect that all programs accredited by AABI will comply with this policy and provide the required information on the programs' websites by October 1, 2018. The latest communication from Dr. Comacchia stated that we must report the progress we have made and our current status to the Committee on Recognition for the March 2018 meeting.

Current Status

The current status for complying with this initiative for the Committee on Recognition is that we are on schedule to complete our plan. We have developed a recommended format/template (attached) that we have sent to each accredited program strongly encouraging them to use the standard form we have developed. As we have indicated in the past, AABI has provided evidence that accreditation standards or policies have been implemented and actively improved upon since Section 3.4.2 was added to the AABI Policies & Procedures Manual on February 17, 2012. AABI continues to hold the position that the CHEA Committee on Recognition's requirement to publish the information "on the accredited program's website" is inconsistent with

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Auburn, Alabama USA 36830
(334) 844-2431 • Fax: (334) 844-2432

C/O Seneca College
1750 Finch Avenue East
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(416) 491-5050 Ext. 44237

February 20, 2018



AABInternational

New Horizons
February 19-23, 2018
Houston, Texas, USA



www.aabi.aero

AABI holds special session on “Compliance with 3.4.2” in Houston, Texas, with Gary Northam and Tom Carney.

March 30, 2018

Letter of response from CHEA's Committee on Recognition:

*"Please note that further extensions or delays will not be granted to AABI to meet CHEA standards. Given the committee's ongoing concerns, the committee **may recommend withdrawal of recognition**, per paragraph 44 of the 2010 CHEA Recognition of Accrediting Organizations Policy and Procedures, unless AABI is able to demonstrate at the November 2018 meeting that it meets CHEA Standard 12B1."*

May 7, 2018

AABInternational

Date

Name
University/College
Address 1
Address 2
City, State Zip

Dear Name:

I am writing to you regarding required reporting elements for your AABI accredited program(s). As you know, we have made several changes to our AABI Form 225, Policies and Procedures Manual, Policy 3.4.2:

For each AABI-accredited aviation program, institutions MUST accurately publish on the program's public website, a report of student achievement data including the following information, updated annually:

- The objectives of each accredited program
- Program assessment measures employed
- Graduation rates
- Rates and types of employment of graduates

Failure to be in continuous compliance may result in suspension of accredited status.

This policy defines the necessary elements of student success that the CHEA Committee on Recognition (CoR) demands we require to be published for each AABI-accredited program. It is critical that 100 percent of our accredited programs comply with this requirement for AABI to retain CHEA recognition. [University/College]'s compliance must be completed not later than October 1, 2018. Enclosed is the form/format we request you use to publish the information. Please visit www.aabi.aero/aaccreditedprograms/ for examples on how AABI will link directly to that page, which will be reported to CHEA's CoR this fall. The AABI Accreditation Committee will convene electronically mid-October to deliberate on any programs not in compliance. Failure to comply may result in suspension of accredited status.

There have been several questions about how to state the graduation rates for each program. Dr. Thomas Carney and I have had discussions on this matter and we recommend that you create a table that lists numbers of graduates by semester and year, for the past five years, for each program. According to the communication I have received from the CHEA CoR, all student success information, as required by 3.4.2, must be located on each program's home page. Note that an institutional posting is NOT acceptable.

Thank you very much, and please do not hesitate to call me or Dr. Carney with any questions you have.

Sincerely,



Gary J. Northam, President

Enclosure

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www.aabi.aero

Another letter was sent to programs POCs regarding compliance with 3.4.2 with the October 1, 2018, deadline.

June 7, 27 and July 6, 2018

Reminder: Compliance with Policy 3.4.2 Deadline

In follow-up to the letter that was sent on May 7th to AABI-accredited programs and programs in candidate status, this is a reminder that programs **MUST** be in compliance by October 1, 2018.

It is critical that 100 percent of our accredited programs comply with this requirement, for AABI to retain CHEA recognition. Attached is the form/format we request you use to publish the information. Please visit www.aabi.aero/accredited-programs/ for examples of how AABI will link directly to each page, which will be reported to CHEA's Committee on Recognition, on October 15th as evidence of our compliance.

Timeline:

Another reminder will be sent on July 6th. **For programs in compliance by July 9th, a drawing will be held at the Awards Banquet the evening of July 19th and one lucky educator winner will have free membership dues for one year.**

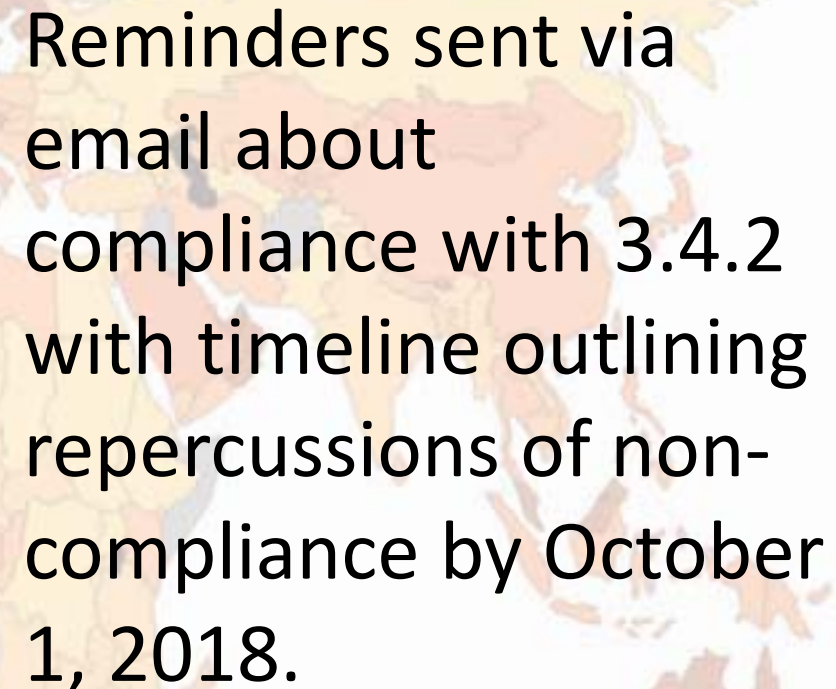
For those not yet in compliance by the end of the meeting in Prescott, you can expect to receive a call from President Northam to discuss your progress toward full compliance, July 23rd or July 24th.

The Accreditation Committee will be electronically convened on Tuesday, October 2nd to formulate recommendations for the Board, for any remaining programs that are not in full compliance with Policy 3.4.2. The AABI Board of Trustees will be electronically convened on Thursday, October 4th to act on suspensions for programs not in compliance. Letters of notification of suspension will be sent to university presidents on October 5, 2018, with the requirement of an interim report due to the AABI office on January 7, 2019 (along with the interim report fee), to include evidence of compliance. Follow-on action by the Board will be at the Winter Meeting in Auburn, Alabama, on February 22, 2019.

If accredited status is suspended, the corresponding current accreditation status must be accurately published in all institutional documents and publications, including on-line documents, in which reference to AABI accreditation is mentioned. Suspension of program accreditation will also be noted on the AABI website.

If you have any questions or need further clarification, please do not hesitate to contact the AABI office.

Thank you for your timely and full response to the requirements of Policy 3.4.2.



Reminders sent via email about compliance with 3.4.2 with timeline outlining repercussions of non-compliance by October 1, 2018.



AABI Policy 3.4.2 **WHAT** is required?

AABInternational

POLICIES AND PROCEDURES MANUAL

Form 225

Rev. 1-12-18

3.4.2 For each AABI-accredited aviation program, institutions **MUST** accurately publish on the program's public website, **a report of student achievement data** including the following information, **updated annually**:

- **The objectives of each accredited program**
- **Program assessment measures employed**
- **Graduation rates**
- **Rates and types of employment of graduates**

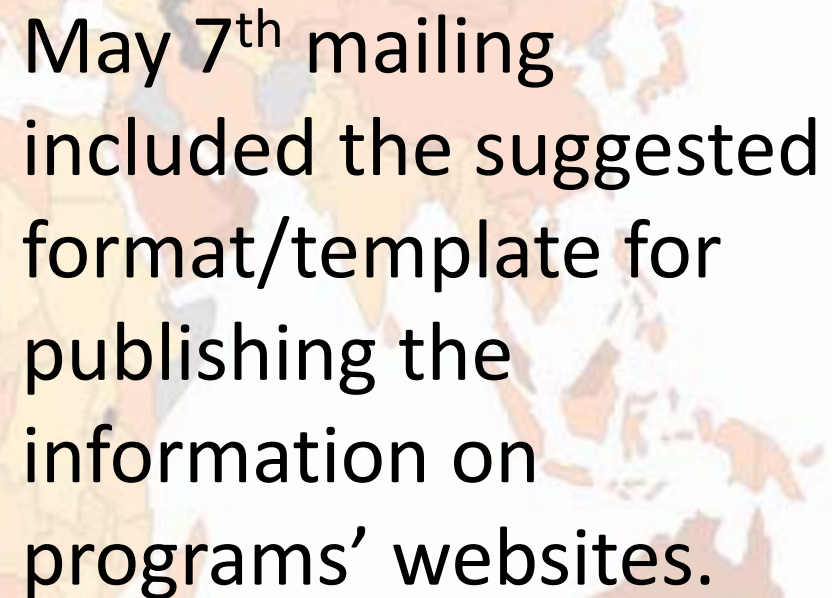
Failure to be in continuous compliance may result in suspension of accredited status.

AABInternational

INSERT INSTITUTIONAL OR COLLEGE/SCHOOL LOGO HERE	INSERT UNIVERSITY NAME
	INSERT COLLEGE/SCHOOL NAME
	INSERT PROGRAM NAME
DATE	COMPLIANCE WITH AABI POLICY 3.4.2

For each AABI-accredited aviation program, institutions **MUST** accurately publish on the program's public website, a report of student achievement data including the following information, updated annually:

- The objectives of each accredited program
- Program assessment measures employed
- Graduation rates
- Rates and types of employment of graduates



May 7th mailing included the suggested format/template for publishing the information on programs' websites.




AABI Policy 3.4.2 **WHERE** should you publish?

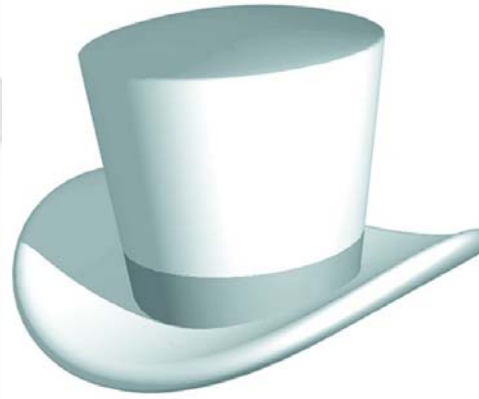
3.4.2 For each AABI-accredited aviation program, institutions **MUST** accurately publish on the **program's** public website, a report of student achievement data including the following information, updated annually:

- The objectives of each accredited program
- Program assessment measures employed
- Graduation rates
- Rates and types of employment of graduates

Failure to be in continuous compliance may result in suspension of accredited status.



AABI Policy 3.4.2 **DEADLINES**



- July 9th – all programs in compliance will be added to a drawing for free membership dues for one year
- July 18th – special session re 3.4.2
- July 19th – Awards Banquet and drawing





- Non-Compliance
- July 23rd or July 24th – personal call from Dr. G.

AAB International

Aviation Management
Aviation Studies
Air Traffic Control

Aviation Maintenance
Flight Education
Unmanned Aircraft Systems

Avionics/Electronics
Aviation Safety Science
Graduate Studies



www.aabi.aero



AABI Policy 3.4.2 **Non-Compliance –** **CONSEQUENCES**

September 4, 2018

Notification of electronic convening of the AABI Board of Trustees sent (30 days prior to conference call).

October 2018

- October 1 – Non-Compliance list sent to Accreditation Committee
- October 2 – Accreditation Committee electronically convened
- October 4 – AABI Board of Trustees electronically convened
- October 5 – all letters sent to institutional presidents regarding non-compliance with 3.4.2 and **suspension of accredited status**

October 5, 2018

Suspension of accredited status posted to the AABI website for all programs in non-compliance.

If programs' accreditation is suspended, the status must be accurately published by the institution and program in all documents and publications, including online documents – reference to AABI accreditation must be removed.

January 7, 2019

Interim reports due to AABI, along with interim report fee (\$400), including:

- Cover letter from institutional president
- Evidence of compliance with Policy 3.4.2

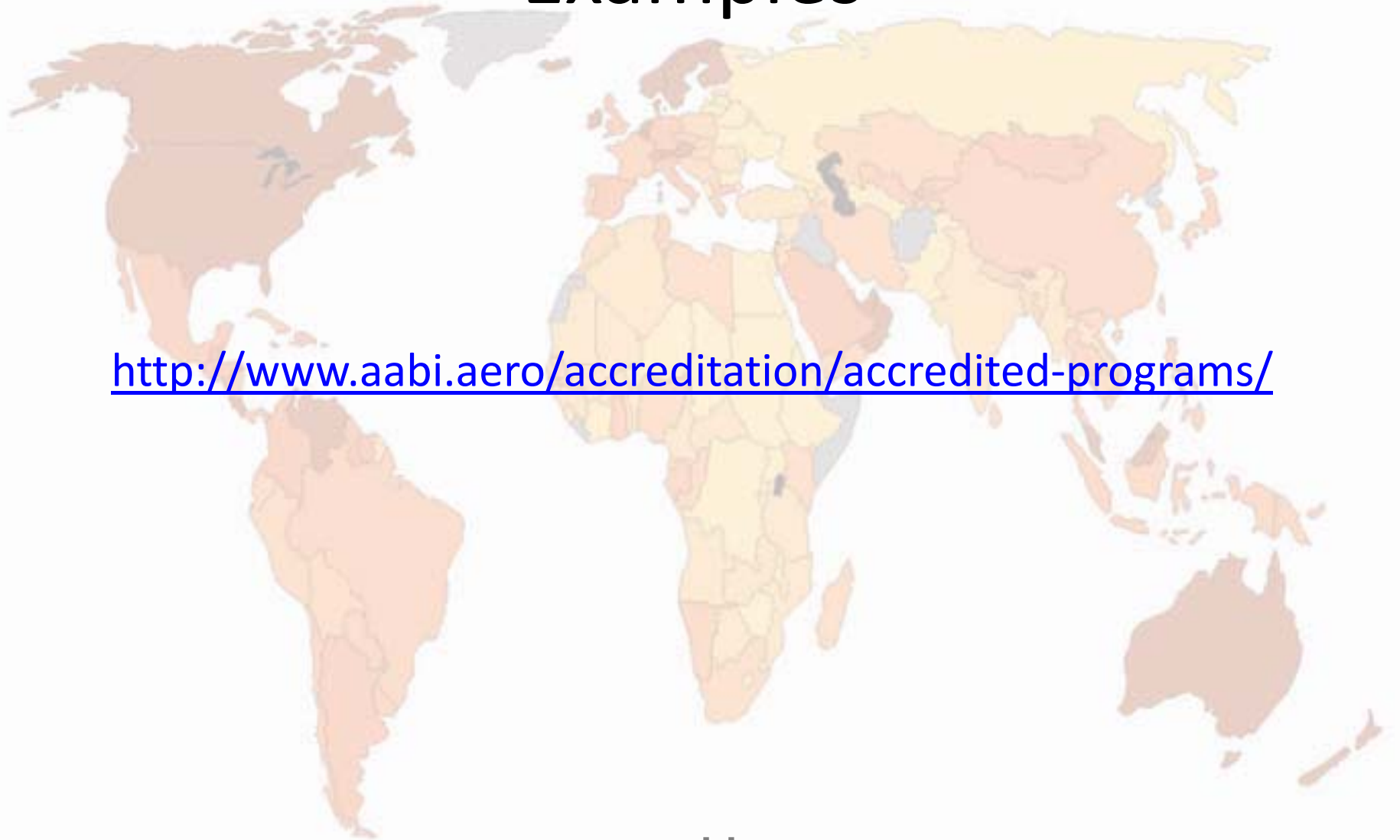
February 2019

- February 20 – convening of the Accreditation Committee to formulate recommendations for the Board of Trustees
- February 22 – convening of the accreditation session of the Board of Trustees for all actionable items, including interim reports



AABI Policy 3.4.2 **EXAMPLES**

Examples



<http://www.aabi.aero/accreditation/accredited-programs/>

AABI Policy 3.4.2



Criteria Committee

- New Business
- Adjourn

