**AAB**International

**AABI APPLICATION - FORM 202 G**

**4.0 graduate Degree Programs**

For Reference Use Criteria Manual, AABI Form 201 (Rev.2-25-22), Criteria 4.1 to 4.12

**Program Name:**

**AABI Program Option K - Graduate (M.S./Ed.D./Ph.D.)**

|  |  |
| --- | --- |
| → | The following appendices must be provided, in electronic format:  |
|  | Appendix A: Institutional Catalog |
|  | Appendix B: Aviation and Related Course Descriptions |
|  | Appendix C: Sample Transcript |
|  | Appendix D: Aviation Unit Assessment Plan |
|  | Appendix E: Safety Manual (if applicable) |

# 4.1 Students

## 4.1.1 Student Success: Admissions, Advising, Graduation, & Employment

### Students Enrolled in the Program

1. Full-Time: \_\_\_\_\_\_\_\_\_ Part-Time: \_\_\_\_\_\_\_\_\_\_
2. Male: \_\_\_\_\_\_\_\_\_\_\_\_\_ Female: \_\_\_\_\_\_\_\_\_\_\_

### Student Admissions

1. Describe the standards for selection and summarize the process for evaluating students for admission to this program. (Ref. Criterion 4.1.1 a, d)
2. Describe how the program determines the effectiveness of its validation methods in granting credit for non-collegiate achievement. (Ref. Criterion 4.1.1f) (Additional details may be provided in the section on Criteria 4.12)
3. Describe the policies for the acceptance of transfer students and for the validation of graduate courses taken for credit elsewhere. (Ref. Criterion 4.1.1b)

### Student Success, Advising, and Career Guidance

1. Provide student enrollment numbers for the program’s past five years *if applicable*.
2. Summarize the process for advising and providing career guidance to students. Include information on how often students are advised, and who provides the advising (e.g., program faculty, departmental, college, or university advisor). (Ref. Criterion 4.1.1a)
3. Produce an example of the records reflecting that admitted students hold an earned baccalaureate that prepares them to apply the basic principles of college-level mathematics and science. (Ref. Criterion 4.1.1e)
4. Graduation Requirements – Summarize the graduation requirements for this program, and the process for ensuring and documenting that each graduate completes all graduation requirements for this program. (Ref. Criterion 4.1.1c)
5. Provide a direct link from the program webpage to the evidence showing program Student Achievement Data. (Ref. Policies and Procedures 3.4.2)

### Transcripts of Recent Graduates

1. In Appendix C, include the official transcript (or other appropriate document as described above) of one graduate from the program. If the program does not have any graduates by the time of submission of this Application, please include a transcript of one aviation student who is currently in the next graduating class or in the last year of the program. (See Page 1 of this form for list of required appendices)
2. If the degree-conferred information is typically not available on transcripts of your graduates, please include a copy (Appendix C) of the graduation certificate/diploma/completion document that contains information concerning the degree conferred, for the same student graduate. All information must be provided in English. (Ref. Policies and Procedures 3.2.3. See Page 1 of this form for a list of required appendices)

### Student Goals

1. List the Student goal(s) (Ref. Criterion 4.1.2) in Section 4.10 (1) of this report.

# 4.2 Program Mission and Educational Goals

### Program Mission Statement

1. Provide the mission statement for the degree program. (Ref. Criterion 4.2)

### Program Educational Goals

1. List the program educational goals and state where these can be found by the general public. (Ref. Criterion 4.2.1 and 4.2.3a; Policies and Procedures 3.4.2)

### Consistency of the Program Educational Goals with the Mission of the Institution

1. Provide the mission statement of the institution. (Ref. Criterion 4.2)
2. Explain how each program mission statement is consistent with the mission statement of the institution. (Ref. Criterion 4.2)

### Program Constituencies

1. List the program constituencies. Describe how the program educational goals meet the needs of these constituencies. (Ref. Criterion 4.2.2)

### Process for Review of the Program Educational Goals

1. Describe the process for review of the Program Educational Goals (Ref. Criterion 4.2.3) in Section 4.10 (2) of this report.

# 4.3 Student Learning Outcomes

### AABI General Outcomes

1. As shown in the sample table below, list the AABI General Outcomes and the required Aviation Courses in which these outcomes are Introduced (indicated by “I”), Practiced (indicated by “P”), or Evaluated (indicated by “E”); in this program, demonstrating how courses map to the AABI General Outcomes. (Ref. Criteria 4.3.1a-m)

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Sample | a | b | c | d | e | f | g | h | i | j | k | l | m |
| AVS100 |  |  |  | I |  | I |  |  | I/P | I |  | I/P | I |
| AVS200 |  | I/P | I | P | I |  | I/P |  |  |  |  | I | I/P |
| AVS300 | P | E | P | E | P | P | E |  |  | P | I/P | E | P |
| AVS400 | E |  | P |  |  |  | E | I/P | E | P | E |  | E |
| \*AVS499 |  | E | E | E | E | E |  | E |  | E |  | E | E |

### Program Criteria Outcomes

1. As shown in the sample table below, list the Program Criteria Outcomes (derived from the Program Educational Goals in Section 4.2) and the required Aviation Courses in which these outcomes are Introduced (indicated by “I”), Practiced (indicated by “P”), or Evaluated (indicated by “E”); in this program, demonstrating how courses map to the Program Criteria Outcomes. (Ref. Criteria 4.3.2)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sample | A | B | C | D | E |
| AVS100 | I |  |  | I |  |
| AVS200 |  | I, P | I | P | I |
| AVS300 | P | E | P | E | P |
| AVS400 | E |  | P |  |  |
| \*AVS499 |  | E | E | E | E |

### Other Outcomes

1. If applicable, list additional outcomes used to satisfy program, institutional, and/or other accrediting body requirements, demonstrating how courses map to the Other Outcomes. (Ref. Criteria 4.3.3).

### Student Learning Outcomes Assessment

1. Show the Student Learning Outcomes Assessment Process (Ref. Criterion 4.3) in Section 4.10 (3) of this report.

# 4.4 Curriculum

### Quality and Integrated Curriculum

1. Include a copy of the Institutional Catalog in Appendix A (See Page 1 of this form for a list of required appendices)
2. List and describe the courses that satisfy the graduate-level mathematics and basic sciences. (Ref. Criterion 4.4.1a)
3. List and describe the components that satisfy AABI program-specific criteria. (Ref. Criterion 4.4.1b)

## Curriculum Goals

1. State whether the program operates on quarters or semesters.
2. Provide a table that describes the plan of study for students in this program, including information on course offerings in the form of a recommended schedule by year and term. Include a copy of the Aviation and Related Course Descriptions in Appendix B (See Page 1 of this form for a list of required appendices)
3. Describe how the curriculum aligns with the Program Educational Goals. (Ref. Criterion 4.2.3c)
4. Attach a flowchart or worksheet that illustrates the prerequisite structure of the program’s required courses. (Ref. Criterion 4.4.1)
5. Describe the research project at the master’s or doctoral level (appropriate depth and rigor) that demonstrates mastery of subject matter and data analysis and presentation. Show how assessment of these skills includes statistical foundations and applications, problem-solving skills at the advanced level, and appropriate subject matter foundations. (Ref. Criterion 5.9)
6. If the program allows alternative experiences to satisfy curricular requirements specifically addressed by either the program-specific criteria, describe the academic component of this experience and how it is evaluated by the faculty. (Ref. Criterion 4.4.1b)
7. List the Curriculum goal(s) (Ref. Criterion 4.4.2) in Section 4.10 (4) of this report.

# 4.5 Faculty and Staff

### Number and Composition of Faculty.

1. List the number and composition of program faculty (e.g., number of full professors, associate professors, assistant professors, etc.), for this program. List the full-time faculty member or administrator with faculty rank who manages and oversees this program. (Ref. Criterion 4.5.1)

### Instructional and Support Personnel.

1. Provide the names, positions, and duties of the instructional and support personnel for this program. (Ref. Criterion 4.5.7)

## Faculty and Staff Goals.

## List the Faculty and Staff goal(s) (Ref. Criterion 4.5.10) in Section 4.10 (5) of this report.

# 4.6 Facilities, Equipment and Services

### Classrooms, Laboratories, and Associated Equipment.

1. Describe the classrooms, laboratories, and associated equipment (including computing and information infrastructures and library resources) utilized to support all aspects of this program. (Ref. Criterion 4.6.1, 4.6.4, and 4.6.5)

### Off Campus or Remote

1. Describe the off campus or remote facilities that are utilized for any aspect of the program. Explain how they are adequate for accomplishing program goals. (Ref. Criterion 4.6.6)

### Facilities, Equipment and Services Goals

1. List the Facilities, Equipment and Services goal(s) (Ref. Criterion 4.6.7) in Section 4.10 (6) of this report.

# 4.7 Institutional Structure and Support

### Constructive Leadership

1. Provide an organizational chart for the university. (Ref. Criterion 4.7)
2. Provide an organizational chart for the aviation unit and the controlling office (dean, provost, etc.). (Ref. Criterion 4.7)

# 4.8 Aviation Safety Culture and Program

**[If applicable (Ref. Criterion 4.8.1)]**

## Verifiable, Formal Safety Program

1. Describe how the aviation safety program involves all stakeholders, to maintain a safe environment for all students. (Ref. Criterion 4.8.1)
2. Explain how elements of SMS key components appropriate to the national regulator’s guidance are incorporated in the safety program. (Ref. Criterion 4.8.1)
3. Include a copy of the Safety Manual in Appendix E (See Page 1 of this form for a list of required appendices)

### Safety Goals

1. List the Safety goal(s) (Ref. Criterion 4.8.2) in Section 4.10 (7) of this report.

# 4.9 Relations with Industry

### Relations with Aviation Professionals

1. Describe the relationship of practicing aviation professionals to the program. Explain how the program incorporates input from industry. (Ref. Criterion 4.9.1)

### Relations with Industry Goals

1. List the Industry-Relations goal(s) (Ref. Criterion 4.9.2) in Section 4.10 (8) of this report.

# 4.10 Continuous Assessment and Improvement

### Comprehensive Assessment Plan.

1. Summarize the current Program Comprehensive Assessment Plan that includes the following sections (1) to (8). (Ref. Criterion 4.10.1 and 4.10.2 (1 & 2)).
2. **Students** (Ref. Criterion 4.1.2)
* Measurable goals (list at least one STUDENT goal) and include the timelines, metrics, and responsibilities for assessing the goal.
* What kind of evidence do you plan to pursue for this goal?
1. **Program Mission and Educational Goals** (Ref. Criterion 4.2.3d)
* Describe the process used to periodically evaluate the Program Educational Goals, including how the program’s various constituencies are involved in this process.
* Describe the evidence of the evaluation of Program Educational Goals that will be available to the visiting team.
1. **Student Learning Outcomes** (Ref. Criterion 4.3.1 & 4.3.2)
* Describe the process used to assess the AABI General Outcomes (Ref. Criterion 4.3.1a-m),providing the information in the sample table below for one course that evaluates each AABI General Outcome:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **AABI General Outcome** | **Course** | **Assessment** | **Goal** | **Evidence** |
| a | AVN 600 | Project | Average > 85% | Project Rubric Scores in LMS |
| through |  |  |  |  |
| m | AVN 699 | Capstone | Average > 90% | Capstone Project Scores in LMS |

* Describe the process used to assess the Program Criteria Outcomes (Ref. Criterion 4.3.2),(derived from the Program Educational Goals in Section 4.2), providing the information in the sample table below for one course that evaluates each Program Criteria Outcome:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Program Outcome** | **Course** | **Assessment** | **Goal** | **Evidence** |
| A |  |  |  |  |
| through |  |  |  |  |
| X |  |  |  |  |

1. **Curriculum** (Ref. Criterion 4.4.2)
* Measurable goals (list at least one CURRICULUM goal) and include the timelines, metrics, and responsibilities for assessing the goal.
* What kind of evidence do you plan to pursue for this goal?
1. **Faculty and Staff** (Ref. Criterion 4.5.10)
* Measurable goals (list at least one FACULTY goal) and include the timelines, metrics, and responsibilities for assessing the goal.
* What kind of evidence do you plan to pursue for this goal?
* Measurable goals (list at least one STAFF goal) and include the timelines, metrics, and responsibilities for assessing the goal.
* What kind of evidence do you plan to pursue for this goal?
1. **Facilities, Equipment and Services** (Ref. Criterion 4.6.7)
* Measurable goals (list at least one FACILITIES, EQUIPMENT or SERVICES goal) and include the timelines, metrics, and responsibilities for assessing the goal.
* What kind of evidence do you plan to pursue for this goal?
1. **Aviation Safety Culture and Program (if required under Criterion 4.8)** (Ref. Criterion 4.8.2)
* Measurable goals (list at least one SAFETY goal) and include the timelines, metrics, and responsibilities for assessing the goal.
* What kind of evidence do you plan to pursue for this goal?
1. **Relations with Industry** (Ref. Criterion 4.9.2)
* Measurable goals (list at least one INDUSTRY goal) and include the timelines, metrics, and responsibilities for assessing the goal.
* What kind of evidence do you plan to pursue for this goal?

**Include a copy of the Aviation Unit Assessment Plan in Appendix D** (See Page 1 of this form for a list of required appendices)

# 4.11 Complementary Degree Programs

# [If Applicable]

## 4.11.1 Education Unit Offering Degree.

1. If applicable, describe the orientation of the institution awarding the complementary degree. (Ref. Criterion 4.11.1)

## 4.11.2 Students Transferring.

1. If applicable, explain how transfer students are appropriately enrolled in a separately designated program. (Ref. Criterion 4.11.2)

# 4.12 Credit for Non-Collegiate Achievement

1. Describe the validation process for awarding credit for educational experiences that are not covered by articulation or similar lower-division courses. If graduate placement is to be granted, the institution must have published standards for such validation. (Ref. Criterion 4.12)

**Appendix A**

(Institutional Catalog)

**Appendix B**

(Aviation and Related Course Descriptions)

**Appendix C**

(Sample Transcript)

**Appendix D**

(Aviation Unit Assessment Plan)

**Appendix E**

(Safety Manual – if applicable)