

**Guidance Committee:** The Guidance Committee shall report directly to the Board and shall be composed of Trustees from the newly – seated Board. This Committee shall be composed of not less than ten (10) members, including the Vice Chairperson. The committee shall be composed of an approximately equal number of Educator Trustees and Corporate/Trade Association Trustees, plus one Practitioner Trustee and one Public-at-Large Trustees. Board members of other Standing Operating Committees may not serve on this Committee. Additional at-large members or visiting team qualified persons, who are not on the Board of Trustees, may be appointed as long as this group does not exceed 50 percent of the total Educator Trustees and Corporate/Trade Association Trustees who are serving on the Guidance Committee.

Board members of other Standing Operating Committees may not serve on this Committee.

The Guidance Committee shall have total responsibility for providing a system of advisory services for college aviation programs, including those programs seeking accreditation by AABI and those already accredited. Advisory services must be requested by an authorized representative of the institution or aviation program and directed to the Chairperson of the Guidance Committee. If such requests are received by individual members of the AABI, they should direct them to the Chairperson immediately. Any direct costs involved in providing advisory services shall be defrayed by the requesting institution, but no consulting fees will be charged by AABI members providing such services.

The Guidance Committee shall be responsible for the preparation of guidelines and documents with which a program will conduct a self-evaluation study that will be an integral part of the AABI accreditation process, and shall recommend to the Board such changes as may be required to improve the materials on an annual basis. All proposed changes to the materials shall be presented to the Board for approval prior to being incorporated in the official materials used in the accreditation process. It shall require a two-thirds affirmative vote of the Committee to recommend any action to the Board.

The Guidance Committee shall be responsible for the “Pre-Candidacy Partnership Program.” The Committee will establish protocol with institutions not immediately eligible for full Candidate status for accreditation. The Committee will maintain a mentor pool comprised of institutions/individuals from AABI-accredited programs that volunteer to advise the applicants/pre-candidates through the application and self-study phases.

The Guidance Committee shall be responsible for planning and conducting a Guidance Committee Workshop at least once per year, to update candidates and prospective applicants on AABI Criteria Manual revisions, Self-Study details, accreditation visit practices, and other information pertinent to the accreditation process. The Guidance Committee shall also be responsible to the Board for identifying programs that are potential candidates for AABI accreditation.