

Purpose of a Program Review

Reviews are a voluntary process whose major purpose is to ensure quality in a collegiate aviation program. The aim of a program review and on-site visit is to assess how well an institute implements its own mission, adheres to its internal and external guidelines, and how it will comply with its program requirements. The on-site visit plan is cooperative. All programs are expected to meet or exceed all standards of collegiate institutional accreditation. The integrity of an institution and the program is fundamental and critical to the quality training process. Programs must continually evaluate themselves in relation to their institution's mission and their own program mission, goals, and educational objectives. Collegiate aviation is part of a slowly evolving, continuous process. In the long view, there are continuing conversations among training programs, students, faculty professionals, institutions, and end-consumers (employers).

Services Provided

The program review will include an in-depth evaluation and report on all areas that contribute to or are a factor in a viable aviation program. The review will include, but not necessarily be limited to, the following areas:

- **Administration** - institutional support and organizational effectiveness;
- **Financial Resources** - internal and external as relates to the aviation program;
- **Learning Resources** - library facilities, media and computer support;
- **Faculty** - qualifications, recruitment and selection, duties and responsibilities, rank, promotion and tenure, salaries and working conditions, faculty evaluation and development;
- **Support Personnel** - number and quality of support staff;
- **Student Services** - student development, advising, counseling and career development;
- **Facilities, Equipment and Services** - classroom and laboratory facilities, office space, instructional support, testing, evaluation and certification of students;
- **Student Body** - interviews and input from students on all matters related to aviation program; Admissions, Transfer and Life Experience Credit;
- **Curricula** - aviation core and options, non-traditional programs, experimental and innovative programs; Cooperative Education and Internship Programs; and Relations with Industry - industry advisory committees, program assessment and graduate placement.

Reviewers

Typically, two reviewers are assigned to conduct a program review. However, at the institution's option, additional reviewers including a representative of the aviation industry may be included on the review team. The reviewers are selected on the basis of their academic credentials and/or industry experience that relates to the aviation program and its options. Reviewers are not assigned who would present a possible conflict of interest with the institution and its programs. The institution is given the option of concurring with all reviewers selected.

Time Requirements

The typical visit involves two days on site for interviewing administrators, faculty, students and industry representatives and gathering data not available in the material furnished in advance. An additional day should be allowed for follow-up and preparation of the report.

Report

The end product of the review will be a comprehensive report that is prepared by the reviewers and edited by the UAA Central Office for consistency. The report will follow the outline of the review items as set forth in services provided plus any additional visit elements that have been added by the institution. Reports are completed within 30 days of the visit.

Cost Of Review

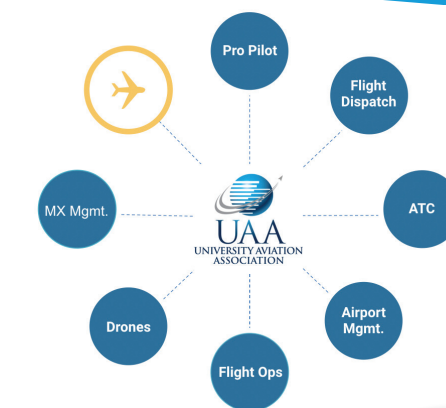
The cost of the review will be based on the services requested by the institution. Typical reviews cost \$3,500 for two reviewers (two days on site; one day off site) and administrative support. The cost for each additional reviewer is \$1,500. Additional costs that will be billed to the institution include: direct costs of travel, communication, postage, copying, etc.

Billing Procedure

The UAA will bill the institution for the cost of the program review at the time the final report is delivered. Full payment is required within 30 days.

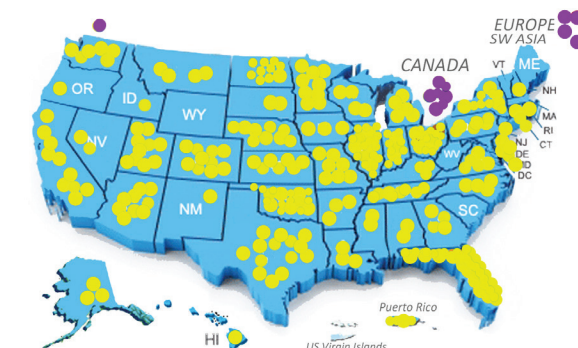
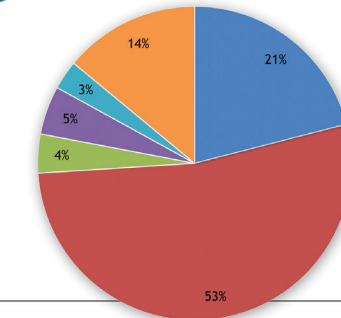
Initiating A Review

To initiate a review, the institutional representative should complete the UAA Program Review Request Form or send a letter to UAA indicating the purpose of the review, the areas to be included, and time frame. UAA will respond with confirmation of cost estimate, proposed times and available team members.



UAA Membership

- Universities
- Faculty Professionals
- College Students
- High School Programs
- Industry Professionals
- Corporate



Membership Breakdown

