

# **COUNCIL ON AVIATION ACCREDITATION**

## **GUIDELINES FOR INTERIM REPORTS FORM 113**

### **PURPOSE**

The purpose of the interim report is to review progress being made by the institutions to alleviate the weaknesses and undeveloped potentials identified in the most recent accreditation action.

### **REPORT FILING, APPROVAL, AND FOLLOW-UP PROCEDURES**

The interim report should:

1. List the weakness or areas of undeveloped potential specified in the letter to the institution advising of accreditation action.
2. Identify those weaknesses that have been alleviated and specifically how this was accomplished.
3. Identify a specific, measurable plan, including assumptions, timetables and needed resources, for alleviating any weaknesses which remain as of the date of the interim report.
4. For each undeveloped potential, explain what, if anything, has been and is currently being done to effect their realization, being as specific as possible.

The interim report shall be signed by the President and submitted to the Executive Director at least sixty (60) days prior to the second accreditation anniversary of the program.

Once the interim report is received by the Executive Director, it will be transmitted to the Accreditation Committee. The Chairperson of the Accreditation Committee will review the report to ascertain if, in fact, it adheres to these Guidelines. If it does not, the report will be sent back to the institution requesting a revised report within sixty (60) days of the receipt of the letter. If the report meets these Guidelines, the Chairperson shall prepare a report for approval by the committee to be submitted to the Board of Trustees listing the weaknesses and undeveloped potential that were identified in the letter to the institution along with the response of the program.

The purpose of this report is two-fold: To allow the Board of Trustees to review the progress being made toward improving program quality, and, if there does not appear to be the substantial improvement, to provide the basis for communications between the Board and the President on matters of concern; and to form the basis for focusing the reaccreditation Self-study and subsequent visit.

During the reaccreditation process, the Visiting Team will evaluate whether those weaknesses that still exist at the time of the interim report have been alleviated in accordance with the plan specified in that report. The Visiting Team Report will include the results of its analysis and, if any

weaknesses remain, why this is the case. The Visiting Team will also be asked to evaluate and comment on any additional items set forth in the last Visiting Team Report.

In the reaccreditation Visiting Team Report, any remaining weaknesses and undeveloped potential (from the previous Visiting Team Report) will be noted and identified as a carryover from the previous report. This information will become part of the Accreditation Committee's Report to the Board of Trustees which will highlight, for the Board, those weaknesses which have not been alleviated at the time of the revisit and those items of undeveloped potential which have not been addressed by the President.

This process will continue from visit to visit. If the Board feels that after a reasonable length of time that a specific weakness has not been alleviated or an undeveloped potential realized, this fact can be communicated to the President and can constitute justification for the denial of future accreditation.

The interim report will be considered and acted upon in an executive session of the Board of Trustees.