

**AAB**International

**GLOSSARY OF TERMS**

**Form 222**

**JANUARY 2008**

**AVIATION ACCREDITATION BOARD** INTERNATIONAL

3410 SKYWAY DRIVE  
AUBURN, ALABAMA 36830

## **academic program**

(education) a program of education in liberal arts and sciences (usually in preparation for higher education)

## **accredit**

1. to certify (a school, college, or the like) as meeting all formal official requirements of academic excellence, curriculum, facilities, etc.
2. to make authoritative, creditable, or reputable; sanction.
3. to regard as true; believe.

—*Related forms* ac·cred·it·a·ble, *adjective*;  
ac·cred·i·ta·tion, ac·cred·it·ment, *noun*

## **accreditation committee**

the Accreditation Committee shall consider the accreditation reports and other pertinent materials submitted in connection with the accreditation of an academic program and after due deliberation shall recommend to the Board on accreditation, or continuance, or reinstatement of accreditation, for those academic programs which have applied for and have been reviewed and which, in the opinion of the Accreditation Committee, have met the criteria for accreditation; and shall also recommend to the Board the denial, revocation, or suspension of accreditation when, in the opinion of the Accreditation Committee, the program has ceased to comply with the criteria for accreditation established by AABI.

## **accreditation process**

the accreditation process is very rigorous and takes approximately about two years to complete. The process begins with an application (in order to submit an application, the institution must be an educator member of AABI). Once the application is approved, the programs enter candidate status. Then the institution has one year to complete a Self-Study Report (SSR). This self-study is a comprehensive "snapshot" of the program. The Report examines everything from institutional structure, budget, administration, institutional support for the aviation program, faculty & staff, students, facilities & equipment, relations with and industry involvement, assessment, safety, curricula, placement assistance, seminars, work experience programs, research, etc. Once the SSR is submitted and approved, a site visit occurs to ensure the "snapshot" is indeed correct. The Visiting Team is comprised of educator members and industry representatives with expertise in the particular areas (flight, management, electronics/avionics, maintenance, etc.). The Team submits a report to the Accreditation Committee. The Accreditation Committee makes a recommendation to the Board of Trustees. The Board is the decision-making body and determines the award of accreditation, denial, probation, etc. There is an appeal process in place if a program is denied.

## accreditation status

possible actions by the Board of Trustees:

1. grant accreditation as an initial action.
2. not to accredit (denial)
3. reaffirm accreditation for existing accredited programs.
4. extend accreditation for accredited programs that may expire.
5. revoke accreditation for existing accredited programs.
6. defer accreditation for additional information/actions by the institutions.
7. suspend accreditation for a specified period of time.
8. reinstate accreditation for programs in suspended status.

## actionable

ready to go or be put into action; ready for use

—*Related forms*      ac·tion·a·bil·i·ty, *noun*  
                                 ac·tion·a·bly, *adverb*

## administration

1. the management of any office, business, or organization; direction.
2. the duty or duties of an administrator in exercising the executive functions of the position.
3. the management by an administrator of such duties.
4. a body of administrators.
5. any group entrusted with executive or administrative powers: *the administration of a college.*

—*Related forms*      ad·min·is·tra·tion·al, *adjective*

## appeal

1. a request or reference to some person or authority for a decision, corroboration, judgment, etc.
2. *Law.*
  - a. an application or proceeding for review by a higher tribunal.
  - b. (in a legislative body or assembly) a formal question as to the correctness of a ruling by a presiding officer.
  - c. to have need of or ask for proof, a decision, corroboration, etc.

—*Related forms*      ap·peal·a·bil·i·ty, *noun*  
                                 ap·peal·a·ble, *adjective*,      ap·peal·er, *noun*

## assessment

the act of assessing; appraisal; evaluation.

## associate degree

a degree granted by a two-year college on successful completion of the undergraduates course of studies

**aviation electronics** (see major or program)

**aviation maintenance** (see major or program)

**aviation management** (see major or program)

**aviation studies** (see major or program)

**bachelor's degree**

an academic degree conferred by a college or university upon those who complete the undergraduate curriculum. Also called *baccalaureate*.

**backload**

amount of effort required after data collection.

**CHEA**

**Council on Higher Education Accreditation**, a private non-profit organization formed in 1996, conducts recognition reviews based on its recognition policies and procedures. This is a two-tier process: an accreditor is first reviewed for its eligibility for CHEA recognition and, if the accreditor is deemed eligible for a recognition review, then submits material for recognition consideration. CHEA eligibility and recognition standards are contained in the CHEA Recognition of Accrediting Organizations: Policy and Procedures (2006, revised) available on the CHEA Web site: [www.chea.org](http://www.chea.org).

**campus**

1. the grounds, often including the buildings, of a college, university, or school.
2. a college or university:
3. branch campus: a division of a university that has its own grounds, buildings and faculty but is administratively joined to the rest of the university.

**candidate**

one that seems likely to gain a certain position or come to a certain fate (attain accredited status). Programs progressing toward accreditation, but are not ensured of achieving accredited status.

**candidacy partnership program**

if an institution is not eligible for candidacy, chair of the Accreditation Committee refers the application to the Guidance Committee. A subcommittee of the Guidance Committee, the “Candidacy Partnership Program” establishes protocol

with the institution. Institutions/individuals from AABI accredited programs will advise/mentor the applicants through the application and self-study phases.

### **certification**

1. the act of certifying.
2. the state of being certified.
3. a certified statement.
4. *Law*: a certificate attesting the truth of some statement or event.

### **competency**

level at which performance is acceptable.

### **compliance**

1. the act of conforming, acquiescing or yielding.
2. conformity; accordance: *in compliance with orders*.
3. cooperation or obedience: *Compliance with the law is expected of all*.

### **constituency**      *pl.* **constituencies**

a group of supporters or patrons; a group served by an organization or institution; a clientele.

### **convergent validity**

general agreement among ratings, gathered independently of one another, where measures should be theoretically related.

### **core**

1. the basic or most important part; the essence: [substance](#).
2. a set of subjects or courses that make up a required portion of a curriculum.

### **criterion**      *pl.* **criteria**

a standard of judgment or criticism; a rule or principle for evaluating or testing something.

—*Related forms*      **cri ter ial**, *adjective*

—*Synonyms* measure, touchstone, yardstick. See [STANDARD](#).

—*Usage note* Like some other nouns borrowed from the Greek, CRITERION has both a Greek plural, CRITERIA, and a plural formed on the English pattern, CRITERIONS. The plural in *-a* occurs with far greater frequency than does the *-s* plural: *These are the criteria for the selection of candidates*. Although CRITERIA is sometimes used as a singular, most often in speech and rather infrequently in edited prose, it continues strongly in use as a plural in standard English, with CRITERION as the singular.

### **criterion-referenced**

criterion-referenced tests determine what test takers can do and what they know, not how they compare to others. Criterion-referenced tests report how well students are doing relative to a pre-determined performance level on a specified set of educational goals or outcomes included in the curriculum.

### **cumulative**

1. increasing or growing by accumulation or successive additions.
2. formed by or resulting from accumulation or the addition of successive parts or elements.

### **cycle**

1. any complete round or series of occurrences that repeats or is repeated.
2. a round of years or a recurring period of time, esp. one in which certain events or phenomena repeat themselves in the same order and at the same intervals.

### **diploma**

1. a document issued by an educational institution, such as a university, testifying that the recipient has earned a degree or has successfully completed a particular course of study.
2. a certificate conferring a privilege or honor.
3. an official document or charter.

### **eligible**

1. meeting the stipulated requirements, as to participate, compete, or work; qualified.
2. legally qualified to be elected or appointed to office: *eligible for the presidency*.
3. a person or thing that is eligible.

—*Related forms*      el·i·gi·bil·i·ty, el·i·gi·ble·ness, *noun*  
el·i·gi·bly, *adverb*

### **evaluation**

one or more processes for interpreting the data and evidence accumulated through assessment practices. Evaluation determines the extent to which program outcomes or program educational objectives are being achieved, and results in decisions and actions to improve the program.

### **evidence** *noun, verb*, **evidenced**, **evidencing**.

1. that which tends to prove or disprove something; ground for belief; proof.
2. something that makes plain or clear; an indication or sign.

3. *Law.* data presented to a court or jury in proof of the facts in issue and which may include the testimony of witnesses, records, documents, or objects.

—*verb (used with object)*

4. to make evident or clear; show clearly; manifest.

—*Synonyms* 3. information, deposition, affidavit. EVIDENCE, EXHIBIT, TESTIMONY, PROOF refer to information furnished in a legal investigation to support a contention. EVIDENCE is any information so given, whether furnished by witnesses or derived from documents or from any other source: *Hearsay evidence is not admitted in a trial.* An EXHIBIT in law is a document or article that is presented in court as evidence: *The signed contract is Exhibit A.* TESTIMONY is usually evidence given by witnesses under oath: *The jury listened carefully to the testimony.* PROOF is evidence that is so complete and convincing as to put a conclusion beyond reasonable doubt: *proof of the innocence of the accused.* 4. demonstrate.

### **externality**

the extent to which the results of the assessment can be generalized to a similar context.

### **external validity**

the extent to which the results of a study are generalizable or transferable to other settings. Generalizability is the extent to which assessment findings and conclusions from a study conducted on a sample population can be applied to the population at large. Transferability is the ability to apply the findings in one context to another similar context.

### **faculty**      *pl. faculties.*

*Education:*

1. the entire teaching and administrative force of a university, college, or school.
2. one of the departments of learning, as aviation, medicine, or law, in a university.
3. the teaching body, sometimes with the students, in any of these departments.

### **forced-choice**

the respondent only has a choice among given responses (e.g., very poor, poor, fair, good, very good).

**formative assessment**

intended to assess ongoing program/project activity and provide information to improve the project. Assessment feedback is short term in duration.

**frontload**

amount of effort required in the early stage of assessment method development or data collection.

**flight education** (see **major** or **program**)**generalization**

the extent to which assessment findings and conclusions from a study conducted on a sample population can be applied to the population at large.

**goal-free evaluation**

goal-free evaluation focuses on actual outcomes rather than intended program outcomes. Evaluation is done without prior knowledge of the goals of the program.

**institution**

1. an organization, establishment, foundation, society, or the like, devoted to the promotion of a particular cause or program, esp. one of a public, educational, or charitable character.
2. the building devoted to such work.
3. an organization founded and united for a specific purpose.
4. an establishment consisting of a building or complex of buildings where an organization for the promotion of some cause is situated.

**institutional accreditation**

is granted by a regional or national accreditor and applies to the institution as a whole (degree-granting and non-degree granting institutions).

**interim report**

a statement that has a date other than that of the end of a fiscal year. Interim reports are intended to indicate the level performance and/or compliance, usually during quarterly intervals of the fiscal year.

**inter-rater reliability**

the degree to which different raters/observers give consistent estimates of the same phenomenon.

**internal**

validity: internal validity refers to (1) the rigor with which the study was conducted (e.g., the study's design, the care taken to conduct measurements, and decisions

concerning what was and wasn't measured) and (2) the extent to which the designers of a study have taken into account alternative explanations for any causal relationships they explore.

**longitudinal studies**

data collected from the same population at different points in time.

**licensure**

the granting of licenses, to engage in professional practice.

**major**

a cluster of courses making up a degree that results in a defined area of specialization.

—*Related forms*                      **area of concentration, option, program**

**master's degree**

a degree awarded by a graduate school or department, usually to a person who has completed at least one year of graduate study. Also called **master's**.

**minor**

a series of courses leading to a secondary specialization within a degree program usually requiring a minimum number of credits.

**mission statement**

a summary describing the aims, values, and overall plan of an organization.

**national accreditation**

is granted by a regional or national accreditor and applies to the institution as a whole (degree-granting and non-degree granting institutions).

**non-collegiate achievement**

for credits that are neither covered by articulation agreements nor determined by the degree granting institution to be substantially similar to courses it offers at the lower-division level, the degree granting institution **MUST** establish validation procedures if advanced placement, waiving of requirements, or granting of credit for experience is offered. Validation techniques such as standardized and/or locally prepared examinations, successful completion of advanced courses in the institution, and interviews may be used to meet this criterion. Each institution **MUST** maintain published non-collegiate credit policies and adequate records to evaluate the effectiveness of the validation techniques used.

**non-degree programs**

in the United States, a course of study leading to a certificate or diploma. Non-degree programs are generally shorter than required for associate or baccalaureate degrees.

**norm            normative**

a set standard of development or achievement usually derived from the average or median achievement of a large group.

**norm-reference**

a norm-referenced test is designed to highlight achievement differences between and among students to produce a dependable rank order of students across a continuum of achievement from high achievers to low achievers.

**objectives**

based on observable phenomena; presented factually: *an objective appraisal*.

**observer effect**

the degree to which the assessment results are affected by the presence of an observer.

**open-ended**

assessment questions that are designed to permit spontaneous and unguided responses.

**operational**

defining a term or object so that it can be measured. Generally states the operations or procedures used that distinguish it from others.

**outcome**

an end result; a consequence.

**peer review**

a study or evaluation conducted by professionals in the same field and with similar backgrounds to those being studied or evaluated.

**pre-candidacy**

signifies that the institution is demonstrating reasonable progress toward the attainment of accreditation; but does NOT indicate accredited status nor guarantee eventual accreditation.

## **program**

1. a plan of action to accomplish a specified end.
2. a plan or schedule of activities, procedures, etc., to be followed.
3. a planned, coordinated group of activities, procedures, etc., often for a specific purpose, or a facility offering such a series of activities.
4. a prospectus or syllabus: *a program of courses being offered*.
5. AABI program titles (also see **major**):
  - aviation electronics
  - aviation maintenance
  - aviation management
  - aviation studies
  - flight education
  - safety science

## **program educational objectives**

broad statements that describe the career and professional accomplishments that the program is preparing graduates to achieve.

## **program outcomes**

narrower statements that describe what students are expected to know and able to do by the time of graduation. These relate to the skills, knowledge and behaviors that students acquire in their matriculation through the program.

## **reaffirm**

to affirm or assert again.

—*Related forms*

reaf·firm·ed, re·af·firm·ing, re·af·firm·s,  
re'af·fir·ma'tion

## **recommendation**

1. something that recommends, especially a favorable statement concerning character or qualifications.
2. something, such as a course of action, that is recommended.

## **regional (accreditation) -adjective**

is granted by a regional or national accreditor and applies to the institution as a whole (degree-granting and non-degree granting institutions).

1. of or pertaining to a region of considerable extent; not merely local.
2. of or pertaining to a particular region, district, area, or part, as of a country; sectional.

## **relevant -adjective**

bearing upon or connected with the matter in hand; pertinent.

—*Related forms* rel·e·vance, rel·e·van·cy, *noun* rel·e·vant·ly, *adverb*

—*Synonyms* applicable, germane, apposite, appropriate, suitable, fitting. See [APT.](#)

—*Pronunciation note* See [IRRELEVANT.](#)

### **reliability**

the extent to which an experiment, test, or any measuring procedure yields the same result on repeated trials.

### **representative** *-noun*

1. a person or thing that represents another or others.
2. an agent or deputy: *a legal representative.*
3. a person who represents a constituency or community.
4. a typical example or specimen of a group, quality or kind.
5. one that serves as a delegate or agent for another. *adjective*
6. serving to represent; representing.
7. standing or acting for another or others.

—*Related forms* rep're-sen'ta-tive·ly *adv.*, rep're-sen'ta-tive·ness *n.*

### **revocation** *-noun*

1. the act of revoking; annulment.
2. *Law.* nullification or withdrawal.

—*Related forms* rev·o·ca-tive; rev·o·ca-to·ry *adjective*

### **rubrics**

a set of categories that define and describe the important components of the work being completed, critiqued, or assessed. Each category contains a graduation of levels of completion or competence with a score assigned to each level and a clear description of what criteria need to be met to attain the score at each level.

### **safety science** (see *major* or *program*)

### **salience**

as striking point or feature.

### **self-study** *noun, pl. -studies, adjective*

*-noun*

1. the study of something by oneself, as through books, records, etc., without direct supervision or attendance in a class:.
2. the study of oneself; self-examination.

*-adjective*

3. designed for or accomplished by self-study.

### **specialize** *verb, -specialized, -specializing. (accreditation)*

an individual program or department within a larger institution separately accredited by a professional or specialized organization

*–verb (used without object)*

1. to pursue some special line of study, work, etc.; have a specialty

*–verb (used with object)*

2. to render special or specific; invest with a special character, function, etc.

3. to adapt to special conditions; restrict to specific limits.

4. to specify; particularize.

Also, *especially British*, **spe·cial·ise**.

*–Related forms* **spe·cial·i·za·tion**, *noun*

**staff** *noun, pl. staffs* *adjective, verb*

*–noun*

1. a group of persons, as employees, charged with carrying out the work of an establishment or executing some undertaking.

2. a group of assistants to a manager, superintendent or executive.

3. a member of a staff.

4. those members of an organization serving only in an auxiliary or advisory capacity on a given project.

5. something that supports or sustains.

*–adjective*

6. (of a professional person) employed on the staff of a corporation, publication, institution, or the like rather than being self-employed or practicing privately.

*–verb (used with object)*

7. to provide with a staff of assistants or workers .

*–verb (used without object)*

8. to hire employees, as for a new office or project.

**stakeholder**

anyone who has a vested interest in the outcome of the program/project.

**strength**

1. the state, property or quality of being strong.

2. the power to resist strain or stress; durability.

3. the ability to maintain a moral or intellectual position firmly.

4. capacity or potential for effective action.

5. the number of people constituting a normal or ideal organization.

6. a source of power or force.

7. one that is regarded as the embodiment of protective or supportive power; a support or mainstay.

8. an attribute or quality of particular worth or utility; an asset.

9. degree of concentration, distillation, or saturation; potency.

10. operative effectiveness or potency.

11. a source of power or force.

### **suggestion**

1. the sequential process by which one thought or mental image leads to another.
2. process by which an idea is induced in or adopted by another without argument, command or coercion.

### **summative assessment**

assessment that is done at the conclusion of a course or some larger instructional period (e.g., at the end of the program). The purpose is to determine success or to what extent the program/ project/course met its goals.

### **suspend**

*–verb (used with object)*

1. to hold or keep undetermined; refrain from forming or concluding definitely:  
*to suspend one's judgment.*
2. to defer or postpone.
3. to cause to cease or bring to a stop or stay.
4. to cause to cease for a time from operation or effect, as a law, rule, privilege, service, or the like.
5. to debar, usually for a limited time, from the exercise of an office or function or the enjoyment of a privilege.

*–verb (used without object)*

6. to come to a stop, usually temporarily; cease from operation for a time.

*—Related forms*                      **sus·pend·i·ble**, *adjective*; **sus·pend·i·bil·i·ty**, *noun*

### **third party**

person(s) other than those directly involved in the educational process (e.g., employers, parents, and consultants).

### **triangulate**

### **triangulation**

the use of a combination of assessment methods in a study. An example of triangulation would be an assessment that incorporated surveys, interviews, and observations.

### **topology**

mapping of the relationships among subjects.

### **utility**

usefulness of assessment results.

**variable**

observable characteristics that vary among individual responses.

**validity**

validity refers to the degree to which a study accurately reflects or assesses the specific concept that the researcher is attempting to measure. Validity has three components:

1. relevance – the option measures your educational objective as directly as possible
2. accuracy – the option measures your educational objective as precisely as possible
3. utility – the option provides formative and summative results with clear implications for education program evaluation and improvement.

**verify**

—*verb (used with object), verified, verifying.*

1. to prove the truth of, as by evidence or testimony; confirm; substantiate.
2. to ascertain the truth or correctness of, as by examination, research, or comparison.
3. to act as ultimate proof or evidence of; serve to confirm.
4. *Law.*
  - a. to prove or confirm (an allegation).
  - b. to state to be true, esp. in legal use, formally or upon oath.

—*Related forms*                      **ver·i·fi·a·bil·i·ty**, **ver·i·fi·a·ble·ness**, *noun*  
**ver·i·fi·a·ble**, *adjective*; **ver·i·fi·er**, *noun*

**verifiable**

1. possible to verify.
2. capable of being verified; "a verifiable account of the incident"
3. capable of being tested (verified or falsified) by experiment or observation [syn: confirmable]

—*Related forms*                      **ver'i·fi'a·bil'i·ty**, **ver'i·fi'a·ble·ness** *n.*, **ver'i·fi'a·bly**  
*adv.*

**visiting team**

a selected group of peers conducting an evaluation leading to accreditation or reaffirmation.

Members of the accreditation visiting teams will be selected from the membership of institutions that make up AABI and the aviation community at large. Each team will be made up of members having different areas of interest and competence so that the institution's programs will receive a thorough and rigorous review. The team will include one industry representative at a minimum. The team visit will have four major purposes:

1. to validate the accuracy of the Self-Study Report.
2. to determine if the program is in compliance with AABI criteria.

3. to assess the intangible factors which do not lend themselves to quantitative analysis and which cannot be adequately described in the Self-Study, yet have profound effects on the overall quality and conduct of the programs. These intangible issues may include:
  - (a) issues of faculty, staff and student morale,
  - (b) intellectual atmosphere,
  - (c) caliber of the faculty, staff and students, and
  - (d) the nature and quality of student work.
4. to assist the institution in identifying and assessing its strengths and weaknesses.

### **visiting team report**

a formal, detailed written account of the campus visit that is used by an accrediting body to make decisions on accreditation or reaffirmation of an institution or its programs.

### **weakness**

*-noun*

1. the state or quality of being weak; lack of strength, firmness, vigor, or the like; feebleness.
2. an inadequate or defective quality, slight fault or defect.
3. a flaw or weak point [syn: [failing](#)]
4. powerlessness revealed by an inability to act [syn: [helplessness](#)]
5. the property of lacking physical or mental strength; liability to failure under pressure or stress or strain [ant: [strength](#)]