Western Michigan University

College of Aviation

Assessment Plan

Table of Contents

0. Assessment Plan Introduction – College of Aviation 4

1. Students and Student Support Services 5

1.1 Admissions 5

1.2 Academic Advising 5

1.3 Student Assessment Measurement 5

1.4 Student Support Services 6

1.5 Students and Student Support Services Goals 6

2. Program Mission and Educational Goals 8

2.1 Western Michigan University Mission Statement 8

2.2 College of Aviation Mission Statement 8

2.3 College of Aviation Vision Statement 8

2.4 College of Aviation Core Values 8

2.5 Program Educational Goals and Mission Statements 8

2.5.1. Aviation Flight Science Mission and Program Educational Goals 9

2.5.2 Aviation Management and Operations Mission and Program Educational Goals 9

2.5.3 Aviation Technical Operations Mission and Program Educational Goals 9

2.6 Program Educational Goals (PEG) Goals 10

3. Student Learning Outcomes 11

3.1 WMU Essential Studies 11

3.2 AABI Core Criteria (3.3.1) 11

3.3 Course Learning Outcomes 12

3.4 Assessment of Outcomes 12

3.5 Assessment Tools and Activities 12

3.6 Student Learning Outcomes Goals 12

4. Curriculum 14

4.1 Curriculum Review University Level 14

4.2 Curriculum Review Department Level 14

4.3 Relationship between AABI and Aviation Courses in Major 15

4.3.1 Aviation Flight Science (AFSJ) Major Courses and AABI 3.3.1 a-p 15

4.3.2 Aviation Management and Operations (AMOJ) Major Courses and AABI 3.3.1 a-p 16

4.3.3 2023 Aviation Technical Operations (ATOJ) Major Courses and AABI 3.3.1 a-p 17

4.4 Curriculum Goals 18

5. Faculty and Staff 19
5.1 Faculty and Staff Evaluation 19
5.2 Faculty Development 19
5.3 Faculty and Staff Goals 20
6. Facilities and Equipment 21
6.1 Facilities 21
6.2 Equipment 21
6.3 Facilities and Equipment Goals 21
7. Aviation Safety Culture and Program 22
7.1 Safety Program 22
7.2 Safety Committee 22
7.3 Safety Reporting System 23
7.4 Safety Goals 23
8. External Relations 25
8.1 College Industry Advisory Board 25
8.2 Alumni Relations 25
8.3 External Relations with Industry Goals 26
9. Values and Culture 27
9.1. Values and Culture Goals 27
10. Continuous Assessment and Improvement 28
10.1 College of Aviation Assessment Committee 28
10.2 Student Achievement Data 28
10.3 Goals 28
Appendix A 29

0. Assessment Plan Introduction – College of Aviation

The College of Aviation (COA) began in 1939 at Western Michigan University (WMU) and became a standalone college (department) within the university in 1999. The College of Aviation offers three baccalaureate programs: Aviation Flight Science, Aviation Management and Operations, and Aviation Technical Operations. Any additional programs added in the future will be subject to the assessment process that is in place for the other programs.

Western Michigan University requires each department to have an approved assessment plan. The assessment plan is designed and implemented by faculty and staff in the College of Aviation. This plan is designed to satisfy the requirements of the Aviation Accreditation Board International (AABI), Western Michigan University, and the COA. The COA Assessment Committee, comprised of faculty, staff, and leadership, reviews, modifies, and submits the college plan to the university.

1. Students and Student Support Services

The COA deeply values our students and puts forth measures to ensure they have meaningful experiences and are prepared to enter the aviation industry with professional skills and abilities. The COA partners with other WMU offices gather pertinent information to make informed decisions regarding current and future college development.

1.1 Admissions

WMU publishes admission requirements through the Office of Admissions for first-year, transfer credit, prior learning credit, readmission, and international applicants, as well as policy regarding credit for-collegiate achievements. Information concerning admissions can be found at: https://wmich.edu/admissions

1.2 Academic Advising

Advisors are available to assist in individual program planning, recommend electives appropriate to a student's educational objectives, discuss employment opportunities, review and enforce transfer student and transfer credit policies, and help solve academic problems. Substitutions and special transfer credit must be approved by the advising director, the curriculum committee, or the COA faculty chair. Specific information regarding COA advising can be found at: https://wmich.edu/aviation/advising

1.3 Student Assessment Measurement

The assessment of student learning outcomes is a critical part of program effectiveness. In addition to being a critical part of program effectiveness, the assessment of student learning outcomes is critical to overall institutional effectiveness in promoting and supporting evidence-based planning and improvement. The Office of Institutional Effectiveness (OIE) provides strategic management of cross-collaborative projects and initiatives that support student success and institutional coherency, such as compliance assurance for regional and specialized program accreditation. In support of university assessment processes, OIE manages the administration of institution-level assessments (e.g., National Survey of Student Engagement, etc.); the Campus Labs Student Course Ratings System (CLCRS); University Assessment Steering Committee (UASC) activities such as Assessment in Action, Assessment Fellows Grants, and Assessment Mentor Program.

The WMU Office of Institutional Research (IR) leads data governance at Western Michigan University by deliberately managing, ensuring, and promoting the integrity of data to foster a culture that values using information to improve the effectiveness of current activities and plan for the future. Data collected includes graduation rates, enrollment, job placement and employment statistics post-graduation. The COA utilizes data compiled by IR to track some student assessment information. This information may aid COA administration, faculty, and staff decision making on college enrollment, retention, and program change and development.

1.4 Student Support Services

COA students receive all the support services offered by WMU. These include Academic Advising, Academic Support Services, Library Services, Student Success Hub, writing labs, math labs, student health center, counseling services, financial aid, and multiple other student services. A list of services and additional information for each can be found online at https://wmich.edu/studentservices.

The COA is located approximately 25 miles away from WMU's main campus. A variety of services are offered to COA students, faculty, staff, and constituents while utilizing the AEC. They include dispatch and scheduling, line maintenance services, student flight accounts, shuttle service to/from WMU Kalamazoo campus, briefing rooms, Spirit Shop, food services, information technologies, and facilities maintenance.

1.5 Students and Student Support Services Goals

Goals	Responsible Party	Progress Timeline
Explore the possibility for Prior Learning Assessments (PLAs) in other programmatic areas within the College of Aviation. Complete an analysis for PLA applicability for the Aviation Management and Operations program.	AMOJ sub-committee, Advising, Chair	By Oct 1, 2025, establish individuals' tasks for analysis, by Dec 15, 2025, have draft PLA available for review at January faculty retreat. COA curriculum committee spring 26 – vote/approve PLA. Post approval, send to WMU main campus for catalog update.
Analyze and publish the results of the student survey and develop an action plan and timeline of improvements the COA desires to make.	Dean Suite, WMUx, data coordinator, COA senior leadership	Analysis of survey to dean by September 12, 2025. Dean will give to SLT by Sept 24, 2025. SLT to get their responses/action plan back to Dean by Oct 8, 2025. -Dean to publish results of student survey and action plan by Oct 20, 2025. Report on progress of action plan by SLT to dean by Dec 15, 2025. Progress will be tracked during SLT meetings using meeting minutes.
Analyze and publish the results of the 2025 COA Student Culture Survey.	Dean Suite, WMUx, Data Coordinator, Assessment	Analysis of survey to dean by September 12, 2025. Dean will give to SLT by Sept 24, 2025. SLT to get their responses/action plan back to Dean by Oct 8, 2025.

Develop an action plan and timeline of improvements according to the report.	Manager, SLT	Dean to publish results of student survey and action plan by Oct 20, 2025.

Evidence
WMU Student Survey
SLT meeting minutes
AMOJ sub-committee minutes

2. Program Mission and Educational Goals

The College of Aviation is one of ten colleges housed within Western Michigan University. The COA mission and vision aligns with the mission and vision of WMU. The COA mission and vision statement is reviewed, in conjunction with the strategic plan, or as requested. A review is conducted by COA leadership, with input from faculty and staff.

2.1 Western Michigan University Mission Statement

We are an access-oriented institution that provides an impactful and inclusive education that integrates discovery and fosters holistic growth and well-being "so that all may learn." https://wmich.edu/about/mission

2.2 College of Aviation Mission Statement

To prepare leaders who are sought after by the aerospace industry and engage in meaningful research that advances the knowledge base.

2.3 College of Aviation Vision Statement

The College of Aviation will be recognized as the premier aerospace education and research institution in our diverse global society.

2.4 College of Aviation Core Values

- Accountability
- Diversity
- Excellence
- Integrity
- Respect
- Safety

The College of Aviation is committed to maintaining its state-of-the-art, world-class professional aviation programs and curriculums, to ensure they continue to be viewed among the best. Believing in the continuous improvement model, the College of Aviation constantly examines its pedagogy, investigating its approach to teaching and pioneering revolutionary new methods of instruction. All of which are designed to improve the efficiency and effectiveness of aviation professionals to work within a team or crew. The College of Aviation produces graduates who think critically, communicate effectively, and participate meaningfully and ethically in the dynamic field of aviation.

2.5 Program Educational Goals and Mission Statements

Program Education Goals (PEG) and mission statements are reviewed periodically by the COA Industry Advisory Board and faculty to assess the needs of the programs. PEGs and mission statements are subject to change by recommendation, and official vote of faculty through appropriate university and college policy practices, and through the COA assessment process. Educational goals and mission statements will be reviewed to

ensure alignment and encourage improvement.

2.5.1. Aviation Flight Science Mission and Program Educational Goals

The mission of the Aviation Flight Science Program (AFSJ) is to provide industry with a professional aviator that serves as a responsible leader within an organization. Graduates will exhibit high levels of technical skills, leadership ability and global awareness that will make them effective problem solvers in a diverse and safety-oriented aviation industry.

The program will provide students with knowledge and experience to:

1. Examine technical and procedural aspects of flight operations and aircraft systems and demonstrate application of this knowledge (AABI a, b, d, e, f, h, i, k, L, m, n, o, p).
2. Analyze flight operations in national and international airspace systems (AABI a, b, d, e, f, g, h, i, k, L, m, n, o, p).
3. Demonstrate aeronautical knowledge, flight proficiencies, and risk management components required to obtain an F.A.A. commercial pilot certificate with single engine and multi-engine, and instrument ratings (AABI a, b, c, d, e, f, g, h, i, j, k, L, m, n, o, p).
4. Explore regulatory and legal issues which impact the industry (AABI b, d, g, i, m, n).
5. Evaluate and apply Crew Resource Management skills in a flight operations environment (AABI b, c, d, e, f, g, h, i, j, k, L, m, n, o, p).

2.5.2 Aviation Management and Operations Mission and Program Educational Goals

The mission of the Aviation Management and Operations Program (AMOJ) is to prepare students with the necessary knowledge, skills, and abilities to become professionals and leaders in a diverse, global aviation industry.

The program will provide students with knowledge and experience to:

1. Demonstrate knowledge of business principles and practices within the aviation industry (AABI a, g, h, k, n, o, p).
2. Apply effective written and oral communication skills within the aviation environment (AABI c, e, f, i, k, n, o, p).
3. Describe historical events, regulations, and current challenges and trends, which impact the aviation industry (AABI a, b, g, i, j, L, n, o, p).
4. Recognize aviation procedures based on human factors and conduct aviation operations utilizing industry best-practices safety policies (AABI a, b, c, d, e, f, g, h, i, j, l, m, n, o, p).

2.5.3 Aviation Technical Operations Mission and Program Educational Goals

The mission of the Aviation Technical Operations Program (ATOJ) is to provide comprehensive, high-quality education and training to individuals who aspire to

become skilled aviation maintenance technicians and leaders in the aviation industry.

The program will provide students with knowledge and experience to:

1. Demonstrate an in-depth technical knowledge of aircraft systems and operation (AABI a, b, e, f, g, h, i, j, L, m, n).
2. Demonstrate appropriate skills, techniques, and accepted practices necessary for aircraft maintenance and determination of airworthiness (AABI a, b, c, d, e, f, g, h, k, j, k, L, m, n).
3. Apply cognitive reasoning skills to aircraft systems analysis and troubleshooting (AABI a, b, c, d, e, f, g, h, i, j, k, L, m, n, p).
4. Prepare students to successfully complete the FAA Airframe and Powerplant Mechanic exams (AABI a, b, c, d, e, f, g, h, i, j, k, L, m, n, o, p).
5. Describe regulatory and legal issues which impact the industry (AABI b, d, e, f, g, h, i, j, k, L, m, n, o, p).

2.6 Program Educational Goals (PEG) Goals

Goal	Responsible Party	Progressive Timeline
Have each curriculum sub-committee look at goals for their program.	Curriculum sub-committee Chairs, Chair, Assessment Team	Review mission and PEGs for each program by October 15, 2025. Report on decisions with any changes by January 2026 (spring faculty retreat – any last comments, vote/finalize).
Industry advisory board to look at PEGs, provide feedback.	Industry Advisory Board, Dean Suite	Industry board to review proposed PEGs from sub-committees during their fall meeting. Industry board will develop feedback for COA sub-committees by December 15, 2025.
Review how PEGs and COA websites are publicly displayed for ease of access and content.	Outreach, Chair, Data Coordinator, Assessment Team	Review COA website (perform walk-through), update website to show PEGs and proper content– update based on feedback from walk-through. December 22, 2025.

Evidence
Industry advisory board minutes and report
COA sub-committee meeting minutes
Beta-test data

3. Student Learning Outcomes

Student Learning Outcomes (SLO) are established the WMU College of Aviation to assess student learning related to their chosen aviation program. AABI Core Outcomes (criteria 3.3.1) are set by the AABI Board of Trustees and approved by the Council for Higher Education (CHEA). COA course SLOs are established by COA faculty. Each aviation program must also fulfill WMU Western Essential Studies (WES) requirements.

3.1 WMU Essential Studies

WMU Essential Studies (WES) is the required curriculum for all undergraduate students at Western Michigan University. Courses are designed to help students become fluent in change and driven to contribute; develop perseverance; and be ready for their future. The program is comprised of three levels: Foundations, Exploration and Discovery, and Connections.

WMU WES courses are integrated into each COA baccalaureate major to fulfill university requirements. WMU is accredited by the Higher Learning Commission (HLC). There is additional information regarding WES online: https://wmich.edu/essentialstudies/about

WMU objectives for WES (assessed in accordance with WMU WES policy/procedures):

- Expand students' understanding of human cultures and the physical/natural world.
- Enhance intellectual and practical skills.
- Exercise personal and social responsibility.
- Exhibit integrative and applied learning.

3.2 AABI Core Criteria (3.3.1)

a. apply mathematics, science, and applied sciences to aviation-related disciplines;
b. analyze and interpret data;
c. work effectively on teams;
d. make professional and ethical decisions;
e. communicate effectively, using written communication skills appropriate to aviation-related disciplines;
f. communicate effectively, using oral communication skills appropriate to aviation-related disciplines
g. explain the value of and need for life-long learning in aviation careers;
h. use the techniques, skills, and modern technology necessary for professional practice in aviation;
i. identify and solve problems
j. apply knowledge of sustainability to aviation issues.
k. Describe the professional attributes, requirements or certifications, and planning applicable to aviation careers.
l. the principles of aircraft design, performance and operating characteristics; and the regulations related to the maintenance of aircraft and associated systems.

m. Evaluate aviation safety and the impact of human factors on safety.
n. Discuss the impact on aviation operations of international aviation law, including applicable International Civil Aviation Organization (ICAO) or other international standards and practices; and applicable national aviation law, regulations and labor issues.
o. Explain the integration of airports, airspace, and air traffic control in managing the National Airspace System.
p. Discuss the impact of meteorology and environmental issues on aviation operations.

3.3 Course Learning Outcomes

Each aviation (AVS) course in the college has a set of course learning outcomes determined by the faculty. Course learning outcomes must support the program student learning outcomes and AABI criteria 3.3.1.

3.4 Assessment of Outcomes

Achievement of specific learning outcomes should be performed on a regular basis. Appropriate data and evidence will be collected by the instructor(s) and analyzed. Each instructor will use their preferred method of data collection and analyzation. Changes to the course may be made based on evidence collected. Information gathered using the methods described in this plan will also be used to assess the quality of the aviation programs as defined herein.

3.5 Assessment Tools and Activities

The COA assessment program utilizes direct and indirect measurement techniques. The COA will review areas of the assessment plan to determine validity and practicality. The assessment plan is a living document under routine and cyclical review. It is modified as needed. Methodologies, schedules, and processes may be altered at any time. See appendix A for a list of examples of evidence used for assessment.

3.6 Student Learning Outcomes Goals

Goal	Responsible Party	Progressive Timeline
Map existing core courses (1200, 1210, 1220, 1225, 2050, 3190) to see how they meet AABI 3.3.1 criterion. Identify how well we meet criteria (introduce, practice, evaluate).	COA Faculty, Chair, Data Coordinator, Assessment Manager	AY25-26 map the AVS 6 core courses and evaluate how well they meet core. Ensure assessment is not solely based on the 6 classes.

Map existing major courses (AFSJ, AMOJ, ATOJ) to AABI 3.3.1 Criterion and AABI 5.0 Criterion. Identify how well they meet criteria (introduce, practice, evaluate).	COA Faculty, Chair, Data Coordinator, Assessment Manager	AY25-26 map the AVS courses for each major and evaluate how well they meet AABI 3.3.1 and 5.0 criterion. Ensure assessment is distributed throughout major courses.

Evidence
COA Course Assessment
Faculty Meeting Minutes
COA Sub-Curriculum Committee Meetings
COA Course Syllabi
Assessment Plan

4. Curriculum

COA program curriculum adheres to WMU WES requirements and AABI criteria. A list of WES curriculum options can be found: https://wmich.edu/essentialstudies/requirements. A list of current COA program curriculum is available online through the WMU Registrar's Office at: https://wmich.edu/registrar , course catalog, or on the COA website.

Each COA student is required to complete a culminating capstone course in their major to meet program requirements. Students may be able to substitute an internship for their capstone course. Requests for credit will be reviewed by the academic advisor with possible input from the COA chair and faculty.

4.1 Curriculum Review University Level

WMU Faculty Senate has a curriculum review process which is published online on the Faculty Senate website. All college level courses, and program changes must adhere to WMU policy. https://wmich.edu/facultysenate/policies/curriculumreview

4.2 Curriculum Review Department Level

The COA has multiple curriculum committees. Each aviation discipline has a curriculum sub-committee comprised of faculty teaching courses offered in that program. There is also a college curriculum committee made up of members from faculty of all three majors. Curriculum is continually reviewed by these committees. It is recommended that each committee meet at least once per academic year semester. Course changes for each discipline must be voted on by faculty in each respective curriculum sub-committee. Recommended changes are then presented to the college curriculum committee to be voted on. Changes that have been approved at the college level are then presented to COA leadership for approval. Changes are submitted to WMU and subject to the WMU curriculum committees and processes.

Committee List	Area of Concentration
Aviation Management and Operations (AMOJ) Curriculum Sub-Committee	All courses/curriculum, assessment related to AMOJ.
Aviation Flight Science (AFSJ) Curriculum Sub-Committee	AFSJ courses and fixed wing operations, compliance with Part 141, assessment
Aviation Technical Operations (ATOJ) Curriculum Sub- Committee	AJOJ major specific courses, compliance with Part 147, assessment
College Curriculum Committee	Courses common to all majors, approval of curriculum at college level, assessment

4.3 Relationship between AABI and Aviation Courses in Major

**Tables 4.3.1, 4.3.2, and 4.3.3 show the relationship of AABI criteria 3.3.1 to each major course.*

4.3.1 Aviation Flight Science (AFSJ) Major Courses and AABI 3.3.1 a-p

AFSJ Courses	a	b	c	d	e	f	g	h	i	j	k	l	m	n	o	p
AVS 1200	X						X				X				X	
AVS 1210	X	X										X				
AVS 1220	X															
AVS 1225	X															
AVS 1230	X	X							X			X				
AVS 1235		X									X					
AVS 1510	X	X										X	X		X	X
AVS 1520	X	X										X				
AVS 1525												X			X	
AVS 2050													X	X	X	
AVS 2060	X		X								X	X	X	X		X
AVS 2070			X	X	X	X					X					
AVS 2510															X	X
AVS 2520								X							X	
AVS 3060	X	X			X							X				
AVS 3070		X									X					
AVS 3080		X						X	X			X				
AVS 3190				X							X			X		
AVS 3220			X											X		
AVS 3290		X							X			X				X
AVS 3530	X	X							X		X	X	X		X	X
AVS 3540									X			X				
AVS 3550	X	X	X	X	X	X	X	X	X		X	X	X	X		X
AVS 3560	X	X													X	
AVS 4030						X	X		X		X		X			
AVS 4110		X						X			X	X	X	X	X	
AVS 4120			X	X		X		X	X				X			
AVS 4240		X						X	X	X				X		
AVS 4270													X	X	X	

4.3.2 Aviation Management and Operations (AMOJ) Major Courses and AABI 3.3.1 a-p

AMOJ Courses	a	b	c	d	e	f	g	h	i	j	k	l	m	n	o	p
AVS 1200	X						X				X				X	
AVS 1210	X	X										X				
AVS 1220	X															
AVS 1225	X															
AVS 1230	X	X							X			X				
AVS 1235		X									X					
AVS 1801									X		X		X		X	X
AVS 2050													X	X	X	
AVS 2070			X	X	X	X					X					
AVS 2100					X	X					X				X	X
AVS 2400											X	X				
AVS 2800							X									
AVS 3040									X				X			
AVS 3140			X						X						X	
AVS 3190				X							X			X		
AVS 3360													X	X		X
AVS 4130		X	X	X	X	X		X	X		X				X	X
AVS 4140							X				X			X	X	
AVS 4240		X						X	X	X				X		
AVS 4270													X	X	X	
AVS 4280												X	X	X	X	
AVS 4400													X	X	X	
AVS 4980		X	X		X			X	X		X					

4.3.3 2023 Aviation Technical Operations (ATOJ) Major Courses and AABI 3.3.1 a-p

ATOJ Courses	a	b	c	d	e	f	g	h	i	j	k	l	m	n	o	p
AVS 1200	X						X				X				X	
AVS 1210	X	X										X				
AVS 1220	X								X			X				
AVS 1225	X									X		X				
AVS 1910														X		
AVS 1915		X			X								X			
AVS 1920	X															X
AVS 1925	X															X
AVS 1930		X										X				
AVS 1935			X												X	
AVS 1940	X							X				X				
AVS 1945		X										X				
AVS 1950	X										X					
AVS 1955	X										X					
AVS 2050													X	X	X	
AVS 2910								X								
AVS 2915		X						X					X			
AVS 2920	X															X
AVS 2925			X						X				X			
AVS 2930	X											X				
AVS 2935									X				X			
AVS 2940		X	X									X				
AVS 2945		X	X									X				
AVS 2950	X				X											
AVS 2955						X										
AVS 2960				X							X					
AVS 2965				X							X					
AVS 2990							X	X							X	
AVS 2995							X	X								X
AVS 3190				X							X			X		
AVS 3910	X										X					
AVS 3915			X					X								
AVS 3920								X								
AVS 3925			X			X										
AVS 3930	X	X														
AVS 3935			X						X							
AVS 3940		X														
AVS 3945								X	X							
AVS 3950	X	X														
AVS 3955	X	X									X					
AVS 3960	X	X														
AVS 3965				X	X					X				X		
AVS 3970							X					X				
AVS 3975	X							X	X						X	X
AVS 4630			X													
AVS 4650		X		X												
AVS 4655				X				X	X							
AVS 4720		X			X						X					
AVS 4725	X		X			X										
AVS 4740			X										X	X		

4.4 Curriculum Goals

Goal	Responsible Party	Progressive Timeline
Establish program specific educational goals (PEGs) and operationalize them with specific criteria and competencies.	COA Curriculum Sub-committees, Industry Advisory Board, Dean's Suite, Faculty Chair	Curriculum sub-committees will review and propose each program's mission and educational goals prior to the Fall industry advisory board meeting. Using advisory board input, review mission and PEGs for each program by December 15, 2025. Report on decisions of any changes by January 2026 (spring faculty retreat – any last comments, vote/finalize).
Identify the courses, activities, and measures which best assess established PEG criteria (3.4.1, b) and update course syllabi with standardized student learning outcomes and measures for each.	Faculty, Course leads, COA Curriculum Sub-committees, Flight Ops Leadership Faculty Chair	Once PEGs are finalized, faculty course teams will determine their respective timeline for accomplishing this goal over the course of AY26-27. Course leads will be responsible for keeping track of progress through meeting minutes. Progress will be reported back to the Faculty Chair and syllabi for each iteration of the course will be updated accordingly.

Evidence
Industry Advisory Board Meeting Minutes
Curriculum Committee Meeting Minutes
Sub-Committee Meeting Minutes
Faculty Team Meeting Minutes
Course Syllabi

5. Faculty and Staff

The COA has approximately 35 faculty members, comprised of tenured, tenure-track, and adjunct faculty, who teach and mentor approximately 1,000 students. COA faculty have diverse backgrounds in aviation and are passionate about preparing students for meaningful careers in aviation and aerospace. The department chair and COA administration continuously monitor staffing levels to ensure all courses are covered. Faculty on a traditional track (i.e., Professor, Associate Professor, Assistant Professor) are required to engage in teaching, service, and research. Faculty Specialists (i.e., Faculty Specialist I, II, Master Faculty Specialist) are required to engage in teaching and service. Adjunct faculty are required to teach.

The COA also employs many staff positions which include, but are not limited to, administrative staff, instructional staff, line maintenance, academic advisors, information technology, dispatch and scheduling, recruitment and outreach, facilities, and inspectors. These individuals support students and the operational needs of the COA. The COA is continuously hiring and training new instructional staff with proper credentials to ensure the needs of students are being met.

5.1 Faculty and Staff Evaluation

AVS courses are open for evaluation at the end of each semester, in accordance with WMU policy, using the CampusLabs/Anthology application. Students can anonymously rate each course towards the end of the semester, as the evaluations are open for multiple weeks. The instructor is given access to results after final grades are posted. Faculty must update the Faculty Activity Report (FAR) for WMU annual, by October 15. This system tracks course areas such as course and student load, grants/research, student advising, service, conferences, credentials and more. Faculty are also evaluated by COA Tenure and Promotion Committees, based on American Association of University Professors (AAUP) current contractual article requirements and COA tenure and promotion guidelines. The current contract can be found on the AAUP website. https://www.wmuaaup.org/home

Support staff are evaluated annually utilizing procedures and process from WMU Performance Management Program. The COA student survey includes questions pertaining to course relevance, faculty performance, and support staff. The student survey is provided every two years, or as needed.

5.2 Faculty Development

Traditional track and Faculty Specialists are required to participate in the WMU tenure and promotion process. This evaluation system is broken down into 2 years reviews prior to the final tenure review, year six. During this process faculty may be encouraged or directed to expand their teaching skills, curriculum, research, industry knowledge or involvement. The COA supports faculty involvement in industry trade organizations, conference attendance, advanced degree or certification attainments, participation in aviation functions, sabbatical leaves, and more. There is also a faculty mentorship

program where a tenured faculty member will mentor a non-tenured faculty member on their performance, portfolios, and requirements, in preparation for their final tenure review.

5.3 Faculty and Staff Goals

Goal	Responsible Party	Progress Timeline
Update the Faculty/ Staffing Needs Plan for each area of the college based on enrollment and respective growth targets, which outlines equipment, space, and personnel required to support projected growth.	Dean Suite, Faculty Chair, Director of MRO, Executive Flight Ops Director, Director of Advising, Director of Fleet Maintenance, Director of IT, Facilities Manager	Reports from respective areas will be provided to Dean's Suite by SLT meeting in mid-October and utilized in conjunction with and to inform the Mead & Hunt Campus Master Plan.
Reestablish faculty policy committee and assign committee chair.	Faculty Chair	The committee will be reestablished at the Fall Retreat.
Review, vote and report upon the validity and practicality of Faculty Policy 010 to consider committee expectations, charge articulations, member limits and circulation deadline of committee lists.	Faculty Policy Committee	The committee will develop an informational report and change proposal to present at the Spring faculty retreat.
Rewrite Faculty Policy 007 Section 3.0, and 008 to reflect current university procedures.	Faculty Policy Committee	The committee will redraft policies 008 and 007 accordingly, and have the revisions fully approved and published within the COA Policy Statement by December '25.

Evidence
SLT Meeting Minutes
Mead & Hunt Aviation Campus Master Plan
Faculty Retreat Meeting Minutes
Faculty Policy Committee Meeting Minutes
Faculty Policy Committee Report & Presentation
WMU CoA Policy Statement

6. Facilities and Equipment

The College of Aviation is one of nine departments within WMU offering baccalaureate degrees. The COA is dedicated to having well maintained buildings that promote learning and interactions between faculty, administration, staff, and students. As a department of WMU, all COA students have access to university supporting services. Students can report facilities issues on the WMU Bronco Fix-it website or can give feedback through the COA Dean's Office.

6.1 Facilities

The COA commissioned the new Aviation Education Center (AEC) in Battle Creek, MI, in the summer of 2021. The classrooms have state-of-the-art equipment. This is combined with the Flight Operations Buildings. The college also possesses storage hangars, an Fleet Maintenance Building and an Aviation Maintenance Center. These combined facilities house classrooms, briefing rooms, lab areas, breakrooms, etc. The COA Facilities Manager monitors and manages facilities associated with the AEC and COA. More information regarding COA facilities can be found on the website: https://wmich.edu/aviation/about/facility

6.2 Equipment

When it comes to flight training or aviation maintenance, equipment is not only necessary, but also fundamental to the type of training a student will obtain. Western Michigan University has adopted a fleet of aircraft with the ultimate purpose of training the next leaders in the field of aviation. Cirrus SR-20 aircraft are the primary training aircraft for students at the COA, while Piper Seminoles are used for multi-engine training. The COA also utilizes a Piper Super Cub on amphibious floats, and a Super Decathlon. There is also a Simulator Lab located within the Aviation Education Center and houses a two 737-Max flight training devices, four Cirrus SR-20 G7Advanced Flight Training Devices (FTDs) and a Piper Seminole advanced flight training device.

6.3 Facilities and Equipment Goals

Goal	Responsible Party	Progressive Timeline
Update aviation campus master plan.	Dean Suite, Faculty Chair, Director of MRO, Executive Flight Ops Director, Director of Advising, Director of Fleet Maintenance, Director of IT, Facilities Manager	Update outdated aviation campus master plan by end of year 2025.

Evidence
COA data as directed by Dean Suite

7. Aviation Safety Culture and Program

Safety is at the core of what we do. The safety program is based on generally accepted principles of a Safety Management System (SMS). Our safety program encompasses all operations associated with the COA to include flight operations, maintenance operations, facilities management, college events, etc.

7.1 Safety Program

The College is accredited by the Aviation Accreditation Board International (AABI), which has identified four Basic Safety Pillars. This SMS aims to exhibit those pillars:

1. A Safety Policy
2. Safety Risk Management
3. Safety Assurance
4. Safety Promotion

A safe College of Aviation environment depends upon all members of the college community embracing a culture of safety. This safety program, and compliance with it, are the foundation of our safety culture, which is based on collective learning from our individual experiences. At times, collective learning comes because of an individual's mistake. The COA accepts that mistakes happen. But we insist on collective learning from each mistake. This SMS relies on decades of collective learning from our own mistakes and the resulting best practices. This SMS also relies on best practices from the entire aviation industry. This SMS is open to improvement. All members of the College community are encouraged to give feedback on this SMS and its implementation.

Living our safety culture is an ongoing task that requires continually reviewing and understanding this SMS. The COA strives to increase safety, while allowing students and staff to train and learn to become world-class aviation professionals. Together, we can use this SMS to foster our safety culture and continue our proud path of safety and excellence.

The safety reporting system we use at the College of Aviation is known as SMART. It's a web-based system compatible with and integrated into our Education and Training Administration (ETA) software.

7.2 Safety Committee

The COA Aviation Safety Committee (ASC) is comprised of college administration, faculty, staff, students, and other WMU and community stakeholders. The Safety Committee meets regularly. Topics reviewed may include the SMS pillars, COAs safety policy, discussing and addressing incidents and safety reports, and how to integrate updates to SMS policy and procedures. Detailed minutes are kept for each session and kept on the college secured network platform.

7.3 Safety Reporting System

A key element of the safety program is the software that enables any member of the college: faculty, student, or staff, to conveniently report safety-related concerns, incidents, or events. The web-based system is based on methodologies employed by government agencies, major airlines, and other flight operations, and automatically generates e-mail messages to appropriate personnel throughout the process. The COA utilizes the Talon SMART application. Data that is collected is retained, in identified and unidentified forms, to access easy trend analyses leading to risk identification and mitigation. This information is kept on the college's secure network drive.

7.4 Safety Goals

Goal	Responsible Party	Progressive Timeline
Review goals from previous year and report on progress steps.	Director of Safety Safety Committee Data Coordinator Assessment Manager COA Faculty COA Senior Leadership	Safety goals from 24-25 will be reviewed by COA Senior Leadership, some COA faculty, Assessment Manager and Data Coordinator to report on progress. Review of goals may indicate some goals were not assessed or not met.
Perform an audit to ensure all classroom, lab and work areas include the safety action poster and accurate safety procedure information.	Director of Safety	Audit of classroom, lab and workspaces at the COA will be inspected for safety posters and safety procedure information. A spreadsheet will be kept to track information
Publish and implement the COA Safety Manual and Update the Pre-mishap Plan for 2025.	Director of Safety COA Faculty- Dr. Selim Ozyurek Safety Committee Secretary	By Aug 15, 2025, provide a copy of the COA Safety Manual to the Assessment Team with narrative descriptions of areas that are still under development (if applicable).
Ensure that every COA student is provided with an opportunity within their first year to interact with practice and utilize the TALON SMART safety system.	Associate Director of Standards and Safety, Safety Committee, Faculty Curriculum Committee, Faculty	By mid-October 2025, all students enrolled in AVS 1200 will practice TALON-SMART at least one time.

Ensure that the safety committee is comprised of members representing each of the operating and academic areas of the COA at student, staff and faculty levels.	Associate Director of Standards and Safety, Safety Committee, Faculty, Students, MRO Department	Associate Director of Safety and Standards will work with other areas of the college to put out a call for safety committee members. Faculty and MRO Department can support this throughout the semester by inviting students.
Review organizational structure as it relates to safety across the college.	Dean Senior Leadership Team	Dean will perform an analysis and review factors with Senior Leadership Team to determine if the organizational structure as it supports the growth of the COA's Safety Program, culture of safety, and inclusion of all three programs.

Evidence
COA Safety Committee Meeting Minutes
MRO Communications
AVS 1200 Syllabus

8. External Relations

The COA understands the significance and value of maintaining a relationship with alumni and the aviation industry. Feedback received from industry and our alumni helps transform curriculum, pedagogy, and assist us in serving our current and future aviation community. The COA utilizes many methods of developing industry relationships. Although we do not formally assess these, we understand the significance of building these continued relationships.

The COA website has a link specifically for alumni relations. It is a public forum which connects the college to our graduates. The college hosts annual events which bring together alumni, current students, faculty, industry partners, and our aviation community to celebrate our college, alumni, and aviation. There is an online forum for alumni blogs and newsletters. Faculty hold industry memberships, attend conferences, and maintain and build their networks. Faculty work to continuously connect our students to the aviation industry.

The college also supports Registered Student Organizations (RSO). These student groups attend national conferences, participate in mentorship programs, set up and provide industry tours for members, coordinate industry partners/partnerships to present in meetings or at college events, and support our relationships with current and future industry stakeholders. Some of these interactions bring invaluable experiences and opportunities to our students and future relationships.

8.1 College Industry Advisory Board

The COA Industry Advisory Board is comprised of volunteer alumni and industry professionals. The mission of the WMU COA Industry Advisory Board is to facilitate the alliance between the college and the aviation community and to function in an advisory capacity to the dean and the faculty. These board members offer students insights and expose them to different aspects of aviation. This group may also assist with review and/or development of program education goals and student learning outcomes. Membership is comprised of individuals with diverse backgrounds, career paths, networks, and skills in aviation. They assist the COA in providing students with a unique and meaningful experience.

8.2 Alumni Relations

The COA alumni represent all facets of aviation and represent the leaders and innovators in their respective fields. We understand the importance of encouraging and maintaining relationships. Current alumni events and information can be found on the college website. https://wmich.edu/aviation/alumni

8.3 External Relations with Industry Goals

Goal	Responsible Party	Progressive Timeline
Industry Advisory Board to meet on a consistent schedule and review curriculum, project future needs, and establish a reliable pattern of interaction.	Dean Suite, Industry Advisory Board	Dean Suite, during the fall 2025 meeting, will assign advisory board tasks of consistent interactions and meetings. By April 2026, the Advisory Board will have developed a predictable meeting schedule for AY 26-27.
Re-evaluate and assign different types of outreach.	Dean Suite, Director of Recruitment and Outreach	Review external relations with industry, such as dual enrollment, articulation agreements, and other outreach AY 25-26.

Evidence
Industry Advisory Board meeting info
Career Fair Records
COA industry engagement events

9. Values and Culture

We actively create and continuously invest in building an inclusive and equitable environment where every member of our community feels like they belong and has access to the resources they need to thrive. More information can be found on the WMU site: https://wmich.edu/strategic/future

9.1. Values and Culture Goals

Goal	Responsible Party	Progressive Timeline
Develop a consistent and effective assessment of COA culture/core values to include: -Operationalize values -marketing-forward facing representation -hiring practices -globalization of student population.	Dean Suite, Chair, Faculty, Staff	2025 COA Surveys will be assessed for culture related content to gain an understanding of baseline from faculty, staff, student culture survey results.
Review and define what COA core values are – do this by student input, faculty/staff input.	Dean Suite, Faculty, Staff, Students, Outreach and Marketing	Develop and implement methods to define COA core values (i.e. Respect, professionalism, etc.). AY 25-26

Evidence
COA Surveys (2025-student, staff, faculty)
COA Core Value data
SLT Meeting Minutes
COA Faculty Meeting Minutes

10. Continuous Assessment and Improvement

The COA performs continuous assessment and improvement. The COA Assessment Committee meets to review and update the assessment plan, co-create goals that align with strategic initiatives, track progress, discuss and problem solve barriers to improvement, and allow open communication between the different operational areas at the college.

10.1 College of Aviation Assessment Committee

The COA Assessment Committee is comprised of faculty, staff, and senior leadership.

10.2 Student Achievement Data

The COA provides publicly available Student Achievement Data (SAD) annually on the COA website. This information includes student retention and graduation rates, student enrollment, percentage of baccalaureate degree students graduating withing six years, degrees awarded annually, and student employment or continuing education within one year of graduation. The most current COA SAD can be found online: https://wmich.edu/aviation/aabi

10.3 Goals

The COA will create measurable goals to meet criteria, develop timelines and metrics, list responsible parties, and track how the assessment of that data is used to improve program effectiveness and quality. This review will occur at least annually.

Appendix A

The following is a list of examples of data/evidence used by the COA to fulfill assessment. This list is not exhaustive. The COA may utilize any type of data/evidence necessary to fulfill stated goals and achieve continuous improvement.

- WMU Office of Institutional Research (IR) Data Collection
- COA Student Surveys
- COA Staff and Faculty Surveys
- FAA Licensure and/or Certification Data
- COA Course Level Assessment
- COA Faculty and Staff Retreat and Meetings
- COA Committee Meetings
- Industry Advisory Board Meetings
- Senior Exit Surveys
- Alumni Surveys
- Student Progress Data
- Stakeholder Feedback
- Curriculog Report Data
- FAA Data
- Faculty load/credit hour reports
- Faculty Employment Records
- Facilities Inventory
- Equipment Inventory
- IT Inventory
- COA Safety Committee Minutes
- COA Accident History/Reports
- TELCON SMART Data
- Career Fair Records
- COA Industry Engagement Events
- Course Syllabus