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Personnel

AIR UNIVERSITY ACADEMIC CORPORATE PROCESS



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OPR: HQ AU/CFAE

Certified by: HQ AU/CF (Dr. Bruce T. Murphy)

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This instruction implements policies and procedures contained in AFI 36-2301, *Developmental Education*, AFMAN 36-2234, *Instructional System Development*; AFH 36-2235, Volume 10, *Information for Designers of Instructional Systems Application to Education*; AFMAN 36-2236, *Guidebook for Air Force Instructors*; AUI 36-2312, *Air University Assessment Programs*, and AUI 36-2617, *Degree Granting, Accreditation, Reaffirmation, and Substantive Change*. This policy describes an academic corporate process consistent with AETCI 16-501, *Corporate Structure*, and differentiates between the requirement to conduct academic program reviews at the Center and at the Headquarters AU levels. This instruction applies to all AU Centers, institutes, and schools (hereafter referred to as Center). Where certain authorities are delegated to the Centers, ultimate responsibility for programs remains with the AU Commander and President. Submit suggested changes or corrections to the OPR using the AF Form 847, *Recommendation for Change of Publication*, to the OPR through the appropriate chain of command. Affected organizations may develop local publications to implement/supplement guidance contained in this instruction. Submit draft local publications to HQ AU/CFAE for coordination prior to approval. Provide a copy of approved local publications to HQ AU/CFAE. Waivers to guidance in this publication are not authorized.

SUMMARY OF CHANGES

This is a new instruction. It replaces AUI 36-2306, *Education Program Review Boards*. It establishes the Air University Academic Corporate Process and subsequent to that, the AU Academic Council as the oversight body to inform the AU Commander and President about academic programs and their effectiveness, and university-wide accountability.

1. Purpose.

1.1. This instruction establishes the Air University Academic Corporate Process to address items affecting the education enterprise. Examples include but are not limited to organizational structure, instructional delivery methods and platforms, curriculum integration, curriculum injects and other issues involving external stakeholders, academic

support processes, enterprise IT solutions, and prioritization of resources that support strategic decisions.

1.2. AU employs a corporate process having a hierarchical structure composed of: chartered working groups able to study specific issues in depth; a regularly constituted and scheduled Academic Board to deliberate issues affecting the institution; and an Academic Council that receives information and recommendations from the Academic Board for final disposition. The AU/CC may commission special reviews. Use of this process ensures university-wide academic effectiveness and accountability. The AU academic corporate process is designed to advance the AU mission through standardization of university-wide academic processes where appropriate, to benchmark best educational practices, to monitor compliance with applicable AU, USAF, DOD, and joint guidance, and to monitor compliance with joint, regional, professional accreditation guidelines.

2. Roles and Responsibilities

2.1. Air University Commander and President (AU/CC)

2.1.1. The AU/CC is responsible for executing all AU academic programs and courses to meet Air Force educational development requirements.

2.2. Academic Affairs (AU/CF)

2.2.1. The Vice President for Academic Affairs (VPAA) is the senior leader responsible for academic affairs (AU/CF). The VPAA is the AU/CC's chief advisor for educational matters. The VPAA serves as the principal authority on instructional methods for the university, is the architect of the AU continuum of education strategic guidance and advises the AU/CC on review and selection of key faculty members. The VPAA is the AU liaison to Air Staff and other external agencies for curriculum content matters but may delegate staff work as appropriate.

2.2.2. Academic Affairs Directorate (AU/CFA). The Associate Vice President Academic Affairs (AVPAA) ensures AU programs meet requirements of external stakeholders and oversight bodies and is the Air University liaison to the Southern Association of Colleges and Schools. The AVPAA serves as an advisory member on all Center or school academic review boards or meetings. The AVPAA ensures regular meetings of the AU Academic Board and Council are convened; AU level working groups are chartered; POCs report the status of progress at Academic Board meetings; and appropriate topics are elevated to the Council. The AVPAA also engages as a liaison for university issues with the AF/A1D, J7, and other bodies as appropriate.

2.2.3. AU Academic Affairs (AU/CFA) is the action officer for Board and Council meetings and is the office of record for official minutes of Academic Board and Council meetings. This office distributes the agenda and read-aheads within 2 working days of the Academic Board meeting. Minutes will be published and distributed within 10 working days of each meeting.

2.3. Academic Board and Academic Council Members

2.3.1. Attend all meetings and actively participate. Come prepared by reviewing read-aheads and ascertaining the status/position of your schools and Centers on topics under discussion. Provide appropriate representation to AU working groups. If the assigned member cannot attend, send a substitute who can speak authoritatively and knowledgeably for the school or Center on the agenda topics.

3. Process

3.1. Working groups (WG). Working groups may be established at the university or Center level by the appropriate senior leader to accomplish the AU educational mission. Working group membership should include personnel with the expertise and diverse perspectives necessary to provide comprehensive and broad-based support to the issue under study. Faculty members will be included in working groups that affect curriculum content, instruction and/or program delivery. Schools or units directly affected by the decisions of the group should make every effort to have a key representative at every meeting.

3.1.1. University-level working groups address issues that cut across the university or involve more than one Center. The OPR for university-level working groups resides at the university level, led by HQ AU/CFA or the appropriate HQ/AU A-staff directorate. These groups should include representatives from across the university to leverage corporate knowledge, to ensure all affected schools have a voice at the table; and to share information and best practices. Examples of working group focus areas include, but are not limited to, institutional effectiveness, curriculum management, educational support and technology, and faculty development.

3.1.1.1. Long-term university-level WGs should have a formal charter approved by the establishing authority which designates the chairperson and describes the purpose, meeting frequency, membership, and anticipated outcomes of the group to include how any recommendations will be addressed (i.e., corporate board, etc). The WG chairperson will publish minutes to its members. The WG will provide slides or other materials to AU/CFAE as read-aheads for their presentation within 3 duty days of each Academic Board meeting.

3.1.1.1.1. The Education Support Working group (ESWG), chaired by the Director (or designee) of AU/A3/6, is a standing university-level WG, chartered to provide ET/IT-based recommendations for university-wide technology support requirements. Membership is comprised of representatives from AU/CFA, AU/CFR, HQ/AU A-staff, School of Advance Air and Space Studies (SAASS), Air Force Research Institute (AFRI) and all academic Centers. The ESWG reports the status of activities at each Academic Board meeting and to the Academic Council as needed.

3.1.1.2. Ad hoc or short-term WGs may simply meet and report on progress at each Academic Board meeting. They will provide agendas and read-aheads within 3 duty days prior to the Academic Board if needed for their presentation. Their progress will be captured in the minutes.

3.1.2. Center-level working groups operate under the authority of the establishing Center Commander with the OPR determined by the Center. Processes shall be determined by the Center Commander.

3.2. AU Academic Board (hereinafter referred to as Board), provides a senior educator review of the appropriateness and impact of proposed new topics to the AU curriculum, selection of enterprise educational technology applications, emerging requirements, resource allocation, organizational structure, and other issues related to academic programs. Topics brought before the Board should require corporate consideration and resolution, as well as those that provide awareness of issues that may affect the AU education mission. The Board operates in an advisory capacity to the Council and is chaired by the AVPAA. The Board works in concert to develop the agenda for the Academic Council.

3.2.1. Board membership consists of the AVPAA, the Deans of Air War College (AWC), Air Command and Staff College (ACSC), ACSC Distance Learning (as AU's distance education expert), Squadron Officer College (SOC), SAASS, Air Force Institute of Technology (AFIT), Barnes Enlisted Professional Military Education Program Cadre, and Community College of the Air Force (CCAF); the senior educational advisor of each Center; the AFRI Deputy Director; and two members of the AU Faculty Senate. One civilian and one military member will represent the AU Faculty Senate, one being the President/President-Elect.

3.2.2. Non-voting advisors to the Board include HQ/AU A-Staff Deputy Directors, AU/CFAE, AU/CFAC, Quality Enhancement Plan (QEP) Director, Muir S. Fairchild Research Information Center (MSFRIC) Deputy Director, AU Deputy Registrar, and the AETC/CLO liaison to AU/CFA.

3.2.3. AU working group representatives. The chair of the university-level WG(s) will present the status of activities at each Board meeting.

3.2.4. Other guests may attend meetings at the discretion of the Board.

3.3. AU Academic Council (herein after referred to as the Council), provides strategic-level guidance and decisions that ensure AU academic programs are of the highest quality and program outcomes meet Air Force requirements. The AU/CC chairs the Council and is the final approval authority for issues under consideration. When applicable the Council may refer issues back to the Board for additional study or work. The AU/CV or AU/CF may chair the Council in the absence of the AU/CC.

3.3.1. Items of interest to the Council include:

3.3.1.1. Issues which potentially threaten a program's execution, viability, professional accreditation, or the university's regional accreditation.

3.3.1.2. Progress toward closing findings or recommendations resulting from reviews by external agencies, e.g., AU Board of Visitors (BOV), Command Board of Advisors (CBOA), Process for the Accreditation of Joint Education (PAJE), Southern Association of Colleges and Schools, Commission on Colleges (SACSCOC), North

Central Association Higher Learning Commission (NCAHLC), Accreditation Board for Engineering and Technology (ABET).

3.3.1.3. Progress toward the university's QEP as defined in the assessment plan submitted to SACSCOC.

3.3.1.4. Substantive changes as defined in AUI 36-2617, *Air University Degree Granting, Accreditation, Reaffirmation, and Substantive Change*; changes that may affect another AU academic program; or any change that could impact regional, joint, or other accreditation status.

3.3.1.5. Other strategic priorities briefed through the Board to the Council for information and/or approval.

3.3.2. Members include the AU/CC, AU/CF, LeMay/CC, Spaatz Center/CC, Holm Center/CC, Barnes Center/CC, Eaker Center/CC, AFIT Chancellor, SAASS Commandant; AFRI Director, and the AU Faculty Senate President.

3.3.3. Non-voting advisory members include HQ/AU A-Staff Directors, MSFRIC Director, and the AU Registrar.

4. Academic Program Review.

4.1. Center-level Academic Program Reviews. Center commanders will direct periodic internal reviews of all academic programs IAW AUI 36-2312, *Air University Assessment Programs*. Reviews should be integrated with each Center's academic calendar. Center commanders will establish a review schedule most appropriate for the academic programs within their respective Centers, but each academic program should be formally reviewed at least biennially.

4.1.1. Center-level program reviews should address, at minimum: 1) the degree to which academic program level outcomes were achieved, 2) a program-level summary of student and faculty evaluation and feedback data, 3) proposed program improvements and changes for the coming year(s), 4) results of program changes from the previous year, 5) assessment of faculty development efforts, 6) the degree to which AF, DOD, joint, and other pertinent requirements were met, 7) resource and support issues that impacted or are predicted to impact the educational mission, and 8) accomplishment of Center commander strategic guidance. Additionally, academic program reviews may focus on contemporary issues impacting content, delivery and/or outcomes, thus Center academic program reviews should anticipate potential challenges, risks, and opportunities.

4.1.2. Executive summaries of Center academic program reviews will be provided to AU/CFAE within 10 working days of the program review. If program review presentation slides are sufficiently detailed, they can be provided in lieu of an executive summary. A short memo/email on the disposition of program change recommendations should be attached with the slides.

4.1.3. Center program reviews will not be presented through the AU Corporate Process unless specifically requested by the AU/CC, or the Center commander.

DAVID S. FADOK, Lt Gen, USAF
Commander and President

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 36-2301, *Developmental Education*, 16 July 2010

AFMAN 36-2234, *Instructional System Development*, 1 November 1993

AFH 36-2235, Volume 10, *Information for Designers of Instruction Systems Application to Education*, 1 November 2002

AUI 36-2312, *Air University Assessment Programs*, 16 November 2011

AUI 36-2617, *Degree Granting, Accreditation, Reaffirmation, and Substantive Change*, 30 July 2013

AETCI 16-501, *Corporate Structure*, 5 October 2011

Adopted Form

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

ABET—Accreditation Board for Engineering and Technology

ACSC—Air Command and Staff College

ACSC OLMP—ACSC On-Line Master's Program

AETC/CLO—Chief Learning Officer

AFIT—Air Force Institute of Technology

AFRI—Air Force Research Institute

AU/A1—Personnel

AU/A3/6—Education Operations and Communications;

AU/A5/8—Plans and Programs

AU/CFAC—Curriculum Integration

AU/CFAE—Institutional Effectiveness

AU/FM—Financial Management

AVPAA—Associate Vice President for Academic Affairs

AWC—Air War College

CCAF—Community College of the Air Force

ESWG—Education Support Working Group

MSFRIC—Muir S. Fairchild Research Information Center

NCA-HLC—North Central Association Higher Learning Commission

PAJE—Process for the Accreditation of Joint Education

QEP—Quality Enhancement Plan

SAASS—School of Advanced Air and Space Studies

SACSCOC—Southern Association of Colleges and Schools, Commission on Colleges

SOC—Squadron Officer College

VPAA—Vice President for Academic Affairs

WG—Working Group