Annual Report – Accredited Member

Institution: Vaughn College of Aeronautics and Technology
Academic Business Unit: Management Department
Academic Year: 2009-11
This annual report should be completed for your academic business unit and submitted to the IACBE by November 1 of each year.

**General Information**

<table>
<thead>
<tr>
<th>Institution’s Name:</th>
<th>Vaughn College of Aeronautics and Technology</th>
</tr>
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<tbody>
<tr>
<td>Institution’s Address:</td>
<td>86-01 23rd Avenue</td>
</tr>
<tr>
<td>City and State or Country</td>
<td>Flushing, NY</td>
</tr>
<tr>
<td>Name of Submitter:</td>
<td>Maxine Lubner</td>
</tr>
<tr>
<td>Title:</td>
<td>Professor and Chair</td>
</tr>
<tr>
<td>Your Email Address:</td>
<td><a href="mailto:maxine.lubner@vaughn.edu">maxine.lubner@vaughn.edu</a></td>
</tr>
<tr>
<td>Telephone (with country code if outside of the United States):</td>
<td>718-429-6600 ext. 126</td>
</tr>
<tr>
<td>Date Submitted:</td>
<td>November 1, 2011</td>
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</tbody>
</table>

**Accreditation Information**

1. If applicable, when is your next institutional accreditation site visit? 2015 Year

2. When is your next reaffirmation of IACBE accreditation site visit? _______ Year

3. Provide the website address for the location of your public notification of accreditation by the IACBE: [http://www.vaughn.edu/aviation-management-degrees.cfm](http://www.vaughn.edu/aviation-management-degrees.cfm)

4. Provide the website address for the location of your public disclosure of student learning results: __________________________
5. If your accreditation letter from the IACBE Board of Commissioners contains “notes” that identified areas needing corrective action, please list the number of the IACBE’s Accreditation Principle for each note in the table below. Indicate whether corrective action has already been taken or that you have made plans to do so. (Insert additional rows as necessary.)

<table>
<thead>
<tr>
<th>Commissioners’ Notes</th>
<th>Action Already Taken</th>
<th>Action Planned</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Principle 1.0 – Outcomes Assessment.</strong> The internship measure should be evaluated by a rubric specifically tied to learning objectives; use of a letter grade is not acceptable. Submit revised plan to the IACBE. Then fully implement the plan and use the results to make needed changes and improvements.</td>
<td>A rubric for the final Internship project has been implemented.</td>
<td>A comprehensive assessment plan for the management department will be developed in the next few months (see page 7).</td>
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<tr>
<td><strong>Principle 2.0 – Strategic Planning.</strong> While the department’s strategic plan is minimally acceptable, it needs further refinement, such as incorporating an external analysis. Mentoring is available. As plan is revised, submit to the IACBE.</td>
<td>Vaughn recently executed a review of all our academic programs. Management programs overall scored high.</td>
<td>Based on recommendations of the academic program review committee, the Management Department plans to study ways to increase academic standards and types of programs to be offered, in order to enhance enrollment and retention. The committee also suggested the department examine the scope and content of its programming and that the use of supplemental instruction, learning communities and ePortfolios be expanded. In addition, the Department plans to use its industry advisory council as a vehicle for external analysis.</td>
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<tr>
<td><strong>Principle 6.1 – Financial Resources.</strong> The business programs generate 30 percent of student credit hours, but receive only 10 percent of the academic funding. Sufficient funding is necessary to ensure effective student learning. Provide progress report annually.</td>
<td>For the 2009-2010 year, the Management department generated 20% of student credit hours and received 20% of academic funding. A significant amount of grant money was used for expanding our Teaching and Learning Center which now includes supplemental instruction, learning communities and e-portfolios, all of which are being used to improve student engagement and learning.</td>
<td>The management department is currently searching for an additional Full-Time faculty member.</td>
</tr>
</tbody>
</table>
1. Provide the following information pertaining to the current president/chief executive officer of your institution:

   Name: Dr. John C. Fitzpatrick
   Title: President
   Highest Earned Degree: EdD
   Email: John.fitzpatrick@vaughn.edu
   Telephone (with country code if outside of the United States): 718.429.6600 ext. 104
   Fax (with country code if outside of the United States): 718.429.4020

   Check here if this represents a change from the previous year.

2. Provide the following information pertaining to the current chief academic officer of your institution:

   Name: Dr. Sharon DeVivo
   Title: Senior Vice President, Academic and Student Affairs
   Highest Earned Degree: EdD
   Email: sharon.devivo@vaughn.edu
   Telephone (with country code if outside of the United States): 718.429.6600 ext. 102
   Fax (with country code if outside of the United States): 718.429.0671

   Check here if this represents a change from the previous year.

3. Provide the following information pertaining to the current head of your academic business unit:

   Name: Dr. Maxine Lubner
   Title: Professor and Chair of Management Department
   Highest Earned Degree: PhD
   Email: Maxine.lubner@vaughn.edu
   Telephone (with country code if outside of the United States): 718-429-6600 ext. 126
   Fax (with country code if outside of the United States): 718.429.6339

   X Check here if this represents a change from the previous year.
4. Provide the following information pertaining to your current primary representative to the IACBE (if not the same as the head of the academic business unit):

Name: ____________________________________________________________
Title: _____________________________________________________________
Highest Earned Degree: _____________________________________________ Email: ________________________________
Telephone (with country code if outside of the United States): ______________ Fax (with country code if outside of the United States): ______________

____ Check here if this represents a change from the previous year.

5. Provide the following information pertaining to your current alternate representative to the IACBE:

Name: Dr. Stephen Braccio
Title: _____________________________________________________________
Highest Earned Degree: _____________________________________________ Email: Stephen.braccio@vaughn.edu
Telephone (with country code if outside of the United States): 718-429-6600 ext. 286 Fax (with country code if outside of the United States): ______________

____ Check here if this represents a change from the previous year.

Programmatic Information

1. Did you terminate any business programs during the reporting year?
   X No
   ____ Yes. If yes, please identify the terminated programs on a separate page at the end of this report.

2. Were changes made in any of your business programs?
   X No
   ____ Yes. If yes, please identify the changes on a separate page at the end of this report.

3. Were any new business programs (including new majors, concentrations, and/or emphases) established during the academic year?
X No (skip to the Outcomes Assessment section below)

Yes. If yes, please identify the new programs on a separate page at the end of this report, and answer item 4 below.

4. If applicable, was approval of your institutional accrediting body required for any of the programs identified in item 3 above?

No

Yes. If yes, please attach a copy of the material that you sent to your institutional accrediting body.

Outcomes Assessment

1. Has your outcomes assessment plan been submitted to the IACBE?

Yes

X No. If no, when will the plan be submitted to IACBE? Spring 2011

2. Is the original or revised outcomes assessment plan that you submitted to the IACBE still current or have you made changes?

The outcomes assessment plan that we have previously submitted is still current.

Changes have been made and the revised plan is attached.

X We have made changes and the revised plan will be sent to the IACBE by: Spring 2011

3. Complete the Outcomes Assessment Results form below and include it with this annual report to the IACBE. Note: Section II of the form (Operational Assessment) needs to be completed only if you received first-time accreditation or reaffirmation of accreditation after January 1, 2011.

An example of a completed form can be found in a separate document that is available for download on the IACBE’s website at: www.iacbe.org/accreditation-documents.asp.

Section I (Student Learning Assessment) of the Outcomes Assessment Results form must be completed for each business program that is accredited by the IACBE (i.e., a separate table must be provided for each program).

Performance targets/criteria are the criteria used by the academic business unit in evaluating assessment results to determine whether intended outcomes have been achieved. For example, if the academic business unit is using the ETS Major Field Test as one of its direct measures of student learning, then a performance target might be that the Institutional Mean Total Score on the exam will place students in the upper quartile nationally; or if the academic business unit is using a comprehensive project in a capstone course as a direct measure of student learning, then a performance target might be that 80% of the students will score at the highest level (e.g., proficient, exemplary, etc.) on each project evaluation criterion.

Remember that your outcomes assessment plan needs to include two or more direct and two or more indirect measures of student learning. These measures should be used at the program level.
At the bottom of each section of the form, space is provided to identify changes and improvements that you plan to make as a result of your assessment activity.

Italicized entries in the form represent areas where the academic business unit should insert its own assessment information. Add tables and insert rows in the tables as needed.

**Other Issues**

Briefly comment on other issues pertaining to your academic business unit that you would like to share with the IACBE.

Since the departure of the previous Management Chair (in Fall 2010), Vaughn’s Management department has been in transition throughout this past academic year. Due to this transition some of the management department’s previous strategic planning and assessment plans have been delayed.

**Strategic Planning**

- Vaughn is currently in the initial phase of a college-wide strategic planning process, which will ideally create a foundation for a stronger departmental strategic plan
- Based on recommendations from the Academic Program Review Committee, the Management Department plans to explore ways to continually improve academic excellence and the breadth of programming in order to increase enrollment and retention.
- The Management Department is currently searching for one additional full time faculty member
- The Management Department plans to use its industry advisory council as a vehicle for external analysis.

**Assessment**

The Management Department is in the process of developing a comprehensive assessment plan with more rigorous measurement tools. Some of our assessment plans include:

- Updating and implementing more detailed rubrics for both the internship final project and capstone final project
- Expanding the course content of the Capstone course for Airport Management students to ensure that they are prepared to take the AAAE Airport Management Exam
- Implementing standardized exams as direct measures (ETS Major Field Exams in Business for all Management programs and AAAE Exam for Airport Management)
- Implementing the use of a new online Course Evaluation software (Campus Labs) so that more specific feedback can be collected and used to inform program changes (A pilot is planned for the Fall 2011 semester)
- Explore options for another direct measure for AAS in Airport Management. Some options discussed are:
  - Implement Capstone project in AAS Airport Management program as a direct measure
  - Create pre and post tests for AAS Airport Management