

ASL Roles and Responsibilities

Please be familiar with these roles and responsibilities:

Report course graduates within five duty days after graduation, using a method acceptable to CCAF Registrar (e.g., Oracle Training Application [OTA]; Student Transcript, Administration and Record System-Faculty Development [STARS-FD] Graduate Reporting; etc.).

Ensure faculty members are subject-matter qualified and assessed annually in each course to which they are assigned. Although subject-matter testing may be accomplished any time during the year, it must be accomplished not later than 365 days after the previous subject-matter test date as documented in STARS-FD.

Submit original, tentative, new or revised course documents (to include course number changes) at least 14 calendar days before the class start date and review and/or update course documents annually (Reference Section E, CCAF Course Control Documents).

Conduct a comprehensive evaluation program to include evaluation of students, faculty, instruction, instructional media, curricula, and supporting facilities and services.

Maintain, through STARS-FD, required faculty credentialing, qualification data, course information, and school contact information.

Appoint a minimum of one primary and one alternate Affiliate School Liaison (ASL) for the affiliate school. The primary ASL must maintain all appointment letters and have them available upon request. ASLs must send the letter to their CCAF Affiliate School Manager (ASM). Additional ASL/POCs and instructor supervisors may be appointed as necessary. However, the primary and alternate ASL, along with the school commander, is responsible for ensuring the affiliate school meets all PPG requirements.

Ensure the school's primary and alternate ASL complete the ASL training within 180 calendar days of appointment. Additional ASL/POCs are highly encouraged to attend the workshop, but at a minimum, must receive documented training by the school's primary or alternate ASL within 30 calendar days of appointment. The training must include instruction on the use of STARS-FD and the PPG. This training must be documented using AF Form 797 CCAF ASL Training available on the SharePoint site and/or in the STARS-FD toolbox. Documentation of training must be available upon request. CCAF Campus Affiliations will limit access to STARS-FD to only those who have been properly trained and to those who have a specific need to access the record system.

Coordinate the CCAF Instructor Certification (CIC) and Instructional Systems Development (ISD) Certification Programs.

Submit an annual report (para. 19) by 15 December each year. Electronic copies are maintained in STARS-FD under the school documents tab.

Provide students with course admission and release policies.

Identify classrooms as a “CCAF classroom” by either displaying a poster in each classroom (number of hours, semester credit, etc.), or by an initial briefing to the students at the beginning of each course.

Immediately notify CCAF Campus Affiliations concerning any actions relating to school transfer(s), course transfer(s), or change(s) impacting affiliation. The CCAF Dean of Academic Affairs will determine if the action requires a substantive change notification to SACSCOC.

Ensure staff and faculty are familiar with AFI 36-2648, Community College of the Air Force and the PPG.

Ensure student instructors complete 3 SH of CCAF-approved instructor methodology. NOTE: No “grandfather” clause exists for instructor methodology. Instructors must complete at least 3 SH.

Ensure student instructors complete a 12 SH CCAF-approved teaching internship course within 12 months of their Date Assigned Instructor Duty (DAID) to include returning instructors who currently possess an internship worth less than 12 SH. In addition, non-degreed faculty members must earn a degree within 12 months of their DAID. NOTE: No “grandfather” clause exists for the 12 SH Internship. Instructors must complete 12 SH.

Ensure the ASL maintains or has access to CCAF Campus Affiliations PPG; AFI 36-2648, Community College of the Air Force; CCAF Update(s), and any policy memorandums applicable to affiliation, available at SharePoint: <https://cs3.eis.af.mil/sites/AE-ED-03-54/default.aspx>

Ensure the school has established and maintains documented test control procedures. The school must demonstrate that the student who registers in a distance or correspondence education course is the same student who participates in and completes the course and receives the credit by verifying the identity of a student who participates in class or coursework by using, at the option of the institution, methods such as (1) a secure login and pass code, (2) proctored examinations, or (3) new or other technologies and practices that are effective in verifying student identification.