

Meeting Minutes

Meeting Date: April 24, 2024

Attendees: Randy, Dave, Myles, Mikhail

Discussion Points:

1. Credit Hour Requirements for Maintenance Management Degree:

- Discussion with Kaylee: Focused on the credit hour requirements.
- Proposal to Modify Curriculum:
 - Consideration to drop "Human Factors" to free up credit hours for alternative courses.
 - Reviewed other potential course adjustments or removals to free additional credit hours.
- Certificates in Price:
 - Discussed the certificates available at the Price campus, including potential courses.

Meeting Date: May 1, 2024

Attendees: Randy, Dave, Myles, Mikhail

Discussion Points:

1. Human Factors Classes:

- Revisited the discussion about the pros and cons of keeping or removing the human factors classes.

2. Program Requirements:

- Examined the entry requirements of the Maintenance Management program and considered potential adjustments.

3. Price Campus Certificates and Courses:

- Discussed specifics of the Price campus certificates, including course requirements and numbers.

4. Website Information:

- Reviewed the information that needs to be updated or added to the program's website.

5. Alignment with General, Airframe, and Powerplant Tests:

- Discussed the program's alignment with industry-standard tests, including the General, Airframe, and Powerplant exams.
- Evaluated the necessary changes to the curriculum and debated whether these changes should be implemented.



MEETING AGENDA FOR:

Aviation Technology

Date: Friday, April 26 1-4pm

Meeting Lead: Dr. Bruce Miller

Items & Discussion

Commencement and Events

- Graduation Rates: 113 total, 115 new freshmen
- Price: Certificate program to Master of Applied Science (MAS) in progress. Students graduating from the maintenance certificate program this fall. Consider adding a fall maintenance cert program in 2025.
- Increase in enrollments due to students pushing back enrollment for financial aid reasons (FAFSA).
- Full classes in Fall - explore options for increasing capacity.
- Medical: 16 summer and 71 fall students collected so far.
- Summer: 4490 and 4660 are full.
- Price: 4 private students, 8 Logan private students.
- Brigham City: Starting inspections for new facilities to house the fixed-wing program (no rotorcraft yet). Hoping to have 30 students enrolled by the end of April.
- Maintenance: Program at full capacity. Logan looking for an instructor for a new Price maintenance hangar in December 2024.
- Students need to register for Brigham City sections and do ground school at the BC campus.
- Drones: Blanding program - the biggest challenge is working around the existing class schedule. Lectures will be via Zoom from Price with in-person labs conducted by BW and Shayln. Statewide is excited about the program and has dedicated lab space. Funding starts July 1, 2024.
- Prefix Update: The UAS prefix is active. Advise students to look for classes under this prefix due to previous prefix changes.
- Assessment Update: Aaron and Chenese reported positive feedback on assessment updates. Emphasize including assessment outcomes in Canvas courses.
- New Course Approval Process: Courses will only be reviewed once a year (October-March) for the following fiscal year (October-September).
- Master of Applied Science (MAS) Update: Big graduating class. Five new students were admitted this morning. New course: FBO Management (elective) to be taught by Doug Bullock. Consider adding a maintenance management class (lead mechanic) in Fall 2025.
- PeeWee-Jet Training: New construction for simulator starting in 10 days. Anticipated 60-day construction cycle with simulator operational by July. 14 volunteers signed up as test pilots. Ribbon cutting ceremony planned for September during CAAS Week.
- Price Campus Update: 4 new students enrolled. No registrations for challenge cross-country or private students. All courses show up in the registration system. The faculty page in Banner only shows Logan instructors, not Price. Contact person: Bethany

- Airport Operations: Potential for basing a citation jet in Price as early as June. Discussions are ongoing about parking for the new maintenance hangar and the potential for student internships at the Price airport.
- Brigham City Update: FAA coming to campus. Facilities are set up for classes with internet access planned for May 1st. Open house planned for September. FAA visit to certify classrooms. Working on virtual approval for Logan classrooms.
- Private Pilot Program: Considering moving Logan students to Price due to low enrollment.
- Flight Instructor Program Changes: Streamlining curriculum by combining ground school courses. No impact on credit hours. The senior project will become an elective. Instrument ground school may be reduced from 4 to 3 credits. Instructors will work with students to develop a plan of action for flight instruction.

Grants

- Bonnie and Cody presented information about the Office of Research grant resources available to USU faculty and staff.
- Grant Forward: A searchable database of grant opportunities. USU pays an institutional fee, so all faculty and staff have free access. Students can also create profiles to find scholarship opportunities.

Drones

- Certificate program awaiting approval. May be offered through USU Eastern with a focus on Price, Landing, and Moab areas.
- Concurrent enrollment with high schools is being explored as a recruitment strategy.
- Curriculum updates are in progress to align with the new US prefix.
- Summer drone camps are being offered in collaboration with 4-H coordinators.
- One recent graduate with a drone minor has been hired by a company and will be returning to USU to be involved in the drone program.

Other Announcements

- Slight changes made to the upcoming catalog, including a new combined IR/Commercial class for management students.
- Reminder to submit travel reimbursements (TRs) in a timely manner.
- Reminder to submit travel authorization (TA) forms before travel.
- Childcare survey: All faculty and staff are encouraged to participate, regardless of childcare needs.
- Request for feedback on tours and group visits to AVTE programs.
- Update on integrated studies and general education requirements: There is noise in the system with the new administration, so stay tuned for



AVTE Assessments



Degree/Program

Aviation Technology – Maintenance
Management (BS)

Lead

Randy Chesley

Aviation End-of-Semester Meeting

Date: December 15, 2023 9:00 a.m – 1:00 p.m.

Meeting Lead: Dr. Bruce Miller

Program Updates:

Shalyn Drake – Drone Certifications

- 10-12 students in the Drone Program, 90% from outreach and concurrent enrollment.
- Plan for 10 classes with UAS prefix for the upcoming year.
- Discuss aligning through USHE and TDTE.
- Explore growth opportunities through outreach and concurrent enrollment.
- Meeting with USBE to align their five courses with ours.
- Doug Miller suggests micro-credentials with incentives and congratulatory papers for course completion.
- Extend incentives statewide.

BW Aggie Drone Academy

- Completed holiday market; January focuses on getting to know drones.
- Public service Police and Fire Drone class in February.
- 1st 4H UAS Camp in January.
- Pushing events to Price due to air quality concerns.
- Repositioned planes to Brigham City; 160 lbs. of goods sent to Navajo Nation.

Aaron Dyches – Accelerated Flight Training

- Brandon is writing for the commercial side.
- Anticipate the Fall 2024 launch for the course pending R401 submission.
- Focus on reducing flight hours from 120 to 40-50 hours.
- Potential cost reduction, excluding international students.
- Proposal to start with 10 students based on FAA pass rates.
- Submitted courses; pending submission of course fees.
- Brigham City airport bid won; working on lease agreements.
- Utilize Brigham City for poor weather conditions.
- University resources support classes in Brigham City.
- Backcountry Santa
- Successfully repositioned planes to Brigham City.
- Transported 160 lbs. of goods for the Navajo Nation.

Helicopters

- Steady growth; spring enrollment lower.
- Acquiring three new helicopters.
- Discovery flight inquiries send to Taylor.

Amy Monson – Masters Program Update

- Targeting graduating USU seniors; spring 2023 graduation numbers not yet recouped.
- Spring information session planned.
- \$9000 allocated for recruiting; explore online avenues, newsletters, and alumni highlights.
- Consider Aviation Management for juniors at Hill Airforce Base.
- Offer a 1-credit seminar course.
- Focus on internships, especially in the Logan Campus vicinity.
- Explore partnerships with the industry through ride-along and visits.

Randy Chesley – Maintenance Certifications in Price

- New instructor, Myles Miller.
- Record numbers in airframe and powerplant; seeking internships for students.
- Senior Design project underway.
- Satellite PMI approvals in South Carolina.
- Fall 2025 rollout for Maintenance Cert in Price.
- Stacking program into BS program.

Pee Wee Winder – Jet Training Program Update

- Modeled after Delta training materials.
- CRJ 700 simulation reaching its lifetime; upgrading to Boeing 737-800 NG Training Platform.
- Aiming for 120 students in JTP by 2025.
- Proposed simulators ready by June/July for Fall 2024.
- Gary Springer/Claudio Acosta – Price Flight Program/Airport Ops Updates
- Enrollment not strong for Spring 2024.
- Pilot lounge approval is needed; growing and running out of space.
- Simulator upgrade planned.
- Meeting with BW and Baron for airport manager review.
- Considerations post-hire: competitive fuel prices, courtesy car, and mountain bikes for customer use.

Snack break

- AV 3010 full; potential expansion to a larger room.
- Establish connections between Price and Brigham City.

Kaylee Roholt/Lisa Hunsaker – Advising Updates

- Advising load shifts; fixed-wing divisional responsibilities clarified.
- Program numbers: 12 AAS, 60 BS, 15 MAS, 379 fixed-wing, 37 rotorcraft, 6 certs.
- Prerequisite drop scheduled for Dec 29th.

Krystin Deschamps and Eric Olsen (Student Affairs Office)– How to Respond to Incidents and Student Misconduct

- Addressing disruptive behavior; the importance of following policies.
- Rise in mental health issues; tackle issues discreetly.
- Procedure for handling students presenting threats.

Andreas Wesemann – Promotion Process, Curriculum Committee Items

- Advise against last-minute preparations for promotion.
- Keep track of annual progress for streamlined promotion processes.

Chenese Boyle/Aaron Whittle – Assessments

- Emphasize incorporating outcomes in courses.
- Assess outcomes through Canvas assignments.

Bethany Barnes - Business Services

- Ensure that faculty and staff are using the TA/TR procedures appropriately.
- Another friendly reminder to be diligent in turning in P-card receipts as soon as possible.

Mike Logan – Marketing, Outreach & Recruiting

- School Visits, Career Fairs, and Campus Tours going well.
- Update Tri-fold and marketing materials in general
- Looking to work on focusing upon better visibility for the AVTE program at USU E

Department Update

Tuesday, October 2, 2023

Aviation Career Fair	Check ins via Handshake
2018	195
2019	246
2021	220
2022	256
2023	322

2023 Company Attendance

SkyWest Airlines
Gem Air
NetJets
Duncan Aviation
Horizon Air
FBI
Zipline International
Breeze Airways
PSA Airlines
Erickson Inc
Robotic Skies Inc
TEMSCO Helicopters
SLC Mosquito Abatement
Piedmont Airlines
USU - AirForce ROTC
USU - Army ROTC
Alpine Air
Skyfish
Alaska Central Express

Per feedback from AAA office, updated Outcomes data to include AVTE Outcomes Standard and Compliance in Curriculum Development and Continuous Improvement statement.

AAA Feedback

June 13, 2023

Dr. Miller, Aaron and Chenese,

Thank you for the conversation today. I learned more about your programs and am excited for your plan to develop them. I will try to have a goodie bag with a toothbrush or other supplies next time.

From my notes, I had a task of looking into curriculog and its ability to track changes to your courses each year. I actually logged in just now and requested a report for course changes for your department from July 1, 2022 to June 1, 2023 as a test. It said it might take an hour or so but I will let you know what the report looks like and if we think it would be helpful in reviewing the substantive changes you submit each year/semester.

Other recommendations or future tasks that I had down for us to consider (or publish in an assessment report ;-)):

- Consider mapping program learning outcomes with IDEA learning outcomes and identify courses where IDEA could be pre-selected and used as an indirect measurement of program learning. Our office is happy to help.
- Identify any program learning outcomes where identifying a specific measurement that is used to demonstrate mastery can be incorporated to give better insights into program improvement based on instructor, course, student, etc. We identified this may not work on all your learning outcomes, especially some you have adopted an industry standard “good-to-go” or “not-good-to-go” model.
 - E.g. students will demonstrate <insert program learning outcome> by passing <identified assessment artifact or assignment> with a score of meets expectations or higher/>70% on such and such test or in such and such course.
- Add a narrative that explains the “good-to-go” model and why it has been adopted in some areas of measuring student learning to your assessment reports

- Add an “Annual Feedback” button to your websites that discusses input and recommendations you receive from committees and other reviewers external to your department about your assessment plan as well as any discussion your department faculty have about the assessment plan.
- Add the narrative and any corresponding data that shows your own internal discussion and decisions based on the outcome data and as well as any indirect review from your external industry advisors and regulators such as the Airline reps, alumni, FAA about how students are demonstrating mastery of your learning outcomes and how that feedback/data is making changes to your program curriculum teacher development etc. Also include follow-up on past changes and whether or not they worked in this section.
 - E.g. “On Aug. 17 faculty met and reviewed the data and identified female students were performing lower on such and such outcome so we implemented such and such to see if it could help with the learning gap.”
 - E.g. “Feedback from our industry advisors, such as Tom Davis of SkyWest, at our annual event in the spring had a common theme suggesting our students could use more training on outcome #4, so we created an assignment in course whatever that helped student develop more in that area.”
- Show trends over time as you continue to collect data beyond this initial year.
- Reach out to our office for help linking any data you may not have as easy access to.

You may have other notes, but I wanted to share mine and I will send you thoughts on the curriculum report.

--

Nathan Laursen

Outcomes and Assessment Analyst
 Analysis, Assessment and Accreditation
 Office: (435) 797-0693

AAA

Meeting Notes

November 9, 2021: AV3280 We learned that a student failed the practical test task of fabricating a hydraulic line

Change: November 9, 2021 We added fabricating a ½ inch line to AV3280 in preparation for their practical exam.

October 25, 2022 Added a few slides to AV3280 on Dope and types because of a failed practical test.

November 15, 2022 Added electrical troubleshooting to AV3280.

April 2023 AV2440 Added electrical troubleshooting board

March 29th 2023 Career conference Alaska Maintenance representative- said “Many students come out of programs like this without life skills of resume skills, and interview skills.” We have discussed putting a resume or interview into the Senior Project AV 4610 or 4620 class.

