



AVTE Assessments



Degree/Program

Professional Pilot – Fixed-Wing Emphasis
(BS)

Lead

Aaron Dyches

Meeting Notes

Here are the notes from the CFI Meeting on 3/5/2024

- We have hired new full time employees. That means we will have 7 full timers and 7 chiefs/asst. chiefs who will be doing random ramp checks. You can also have the full time employees check your students' log books to make sure they have everything they need to complete an EOC or Checkride. Sometimes while doing random ramp checks, there may be random drug tests too. This will go to both a student and their instructor. This will show students that you're not afraid of a random drug test so they shouldn't be either.
- There are 2 types of CFI's: Mentor CFI's and Salvage CFI's. We need to be mentor CFI's instead of Salvage CFI's who just going through the motions until a stage check and then scramble to get the student ready. Be proactive. Slow down and do it right.
- Aaron Whittle is a retired Air Traffic Controller. You need to teach students about ATC. Some things brought up with questions asked – Repeat what you are wanting to do to tower, even if Approach approved. Never lose your professionalism. Hold your tongue even if ATC or Approach isn't being very professional. Communication is number 1 in ATC. If you have questions during flight that you can bring up with Approach or tower, please do so. You are not going to go wrong following regulations. If you have questions that you want to ask Aaron, please reach out to him at aaron.whittle@usu.edu.
- Adam Spackman and Nate Frazier are back. They are good instructors to go to with questions. They have been stage checkers and will be again once we get them approved by FSDO. Good resources.
- If you have questions about how to create custom lessons, please as a chief/asst chief.
- Carbon Fouling – Documentation can be found in tips-n-tricks in Discord. Cooler range in the air can lead to carbon fouling. Spend 30 more seconds doing a run up to avoid carbon fouling. If you have done ALL the procedures for a run up and things don't normalize, then you can do a write up.
- If you aren't within a 20 minute call out of the airport, we may need to go to legal. When you were interviewed, you were asked if you would be with a 20 minute call out of the airport. It is a requirement for working here. If you live outside that 20 minute call out, make sure you are here and that we don't get complaints from your students about you not being here.
- We had an incident of one plane touching another plane while parking in a T. If you cannot pull forward to park in a T without finagling your way through, park perpendicular, shut off engine and push into a T. We need to know when things happen, every single time. File a safety report. If you see something happen, you can file a safety report anonymously. Own your mistakes, have MXT look, move on. When you don't let us know that something happens, that's when we have an issue. Just because you can't see a mark from one plane touching another, doesn't mean you don't need to call MXT. You're not MXT so you can't make the call that a plane is airworthy after an incident.
- We are looking at doing digital W/B for everyone but Pvt and CFI. We would want you to upload these into FL. Upload the Nav Log.

- We want you all to get in the habit of putting everything in FL. It's a good record keeper and an easy way for us to find things if needed instead of going to you as the instructor to try and track down with your student.
- When submitting a SC or checkride request, please make sure you have all the information needed for you and your student before submitting. If you don't have it all and need to resubmit, it gets confusing for the chiefs.
- We will be moving students around. We hired 6 new CFI's. But we will not take students who are close to their EOC's. They will stay with you.
- If there is an open discrepancy and the plane is not downed in FL, please reach out to the chief on call. Don't fly with an open discrepancy.
- Please try to stay in line with the syllabus. If you need to do flights out of order, you really need to have a good reason as to why when you talk to the chief for permission.
- DON'T PUSH STUPID!
- Please be sure you are teaching rectangular course.
- Put your effort into your students. They pay you for this effort.
- Always tie down when you are asked/told to park in a T.
- Please get your students in the habit of paying attention to situational awareness. For example, not only do they need to know the weather here, but also the weather of where they are going. You can upload digital weather briefings and this is a good idea because if you come into weather at your destination, but your digital weather briefing didn't show this, it's better to have that record.
- Don't leave a plane flight unworthy. Always leave planes in an airworthy state.
- When a student is going through their checklist, if they get side tracked or distracted, have them start over...don't keep going. Then they won't miss anything.
- Next flight is the most important flight.
- Make sures your students are doing call outs. Get your students in the habit of doing this.
- Just because it's not on the checklist now, doesn't mean you don't need to do it. Use common sense and teach your students to use common sense.
- Teach your students to be vocal while going through their checklist.

Let me know if you have any questions.

Meeting Notes

Here are the notes from the CFI meeting:

- Make sure all your students know about the mandatory safety meeting on 2/21.
- We've seen questionable decision making when it comes to flights. Please make sure you are incorporating good decision making in your students considering all factors in deciding to fly.
- On call is basically to monitor after hours flights & emergencies. Plan ahead with docs, money, etc. The on call chief should not have to help you with this.
- During normal hours, see course chief of courses for needs. See Karen or Brent for scheduling. Jensea or Joran for docs and money. You can also reach out to the chief over the course on Discord.
- We are changing IPC currency to a instrument currency. Make sure to keep current with your instrument, even if you don't have instrument students.
- Parker created a stage check & checkride request form (electronic). Please see him for demo on how this works.
- Still plan on coming out to do something during your block time, even if it's studying with your student. We want them in the habit of coming out here during their block time. If there is a blizzard and roads are sketchy even for you, then give them homework to do at home. They need to be doing work for the number of credits their course is. So even if they are not flying, they should be studying, so give them homework. You need to get them in this habit so they can eventually be studying on their own and you're not charging them ground to be studying with them. So help them create this habit. If they are behind on ground (privates), text Parker. If they fail a quiz 3 times, parker has the student meet with you. Show them your study habits. Worse thing to do is assume they are studying.
- Stage Checks – all stage 1's will be coming in about the same time. Parker will let you stage checkers know when this is about to happen so you can be ready.
- We set the limit for your duty day in FL to be 7 hours. This is for your protection. If you go over the 8 hours, it will be automatic termination.

- On Spidertracks, please don't use the text feature unless it is an emergency (no service, engine failure and had to land in the middle of nowhere, etc.). We get charged for texts, so please don't use this feature.
- John Roveri prefers text if you need to get ahold of him. If it's urgent, please call. He's noticing a lot of activities aren't being completed. Make sure to complete them. If you get ramped out by dispatch, and then decide to cancel, it's your job to make sure the activity is cancelled. Reminder to do practice maneuvers at least 5 miles away from the airport. Remember, only 4 aggies in the pattern.
- Go onto the Cache County Airport website (cachecounty.org) and write a letter to the officials letting them know we do not want our airport charging landing fees. If you go to an airport that charges landing fees, your student is responsible for these. It is not something they can pay with their course fees, so they have to pay it with dispatch the same as a fuel fee. Spanish, Bountiful, Heber, all have landing fees. Go up to Idaho to practice landings. Since we don't mandate where a student lands, they can choose an airport that doesn't charge landing fees.
- This is for all the time, but especially on weekends, don't block the taxiway over by the Juliet hangers.
- Be proactive. Be professional. Fly with the students you are assigned.
- Slow down. Chiefs are having to fix a lot of things that you could do correctly if you just slow down.
- Challenge X-Ctry, just so you know 10 out of the 30 students have not flown a DA40. Be sure to be thorough with them.
- Adv. Man – Make sure you are teaching them PIREP's, how to open a flight plan, how to amend a flight plan, etc.
- Comm 3, we are still assigning stragglers who are signing up. Just be aware you may get new students still.

CFI Meeting Notes

Date: January 9, 2024

- You should have received an email from the chiefs for you to update your hours. We are in need of CFI initial instructors. Please talk with Aaron if you are CFI initial qualified and just need to be checked out.
- Looking to add a new module to FL that will scream at you when you fly over your 8 hours. We keep having issues with instructors doing this.
- We now have Hobbs on all aircrafts and will still have block times. Just make sure you're getting the times accurate.
- We are working to see if we can get a tower here at KLGU, but this is a long way off. However, we need to work hard and keep on track. This will allow Aaron to focus on working with the FAA to get the tower, instead of correcting mistakes or figuring out what is going wrong with students and flight instructing.
- Classes are going to be flexing and floating around. We just had the fill out the form to request their flight blocks for both Comm and CFI too.
- The new handbook will be up online before the last add/drop date.
- We need to be training to proficiency. Focus on the here and now and not what's happening in the near future.
- Claudio is leaving. If interested in the Price Asst. Chief position, please see Aaron.
- Full time position will be open soon.
- Envoy has taken away their benefits that separated them from all the other airlines. If you were signed up with Envoy before 1/1/2024, you won't be affected. We just wanted to give you a heads up if you are planning to sign up with them in the future, so you can make the best decision for you.
- Part time position is open. If you need more students, please see the chiefs. We want to give you more students before we give students to new instructors that we plan on hiring.
- There has been some misunderstanding...if you switch from the professional pilot program to airport management, you do not get to fly with us.
- We are working on flight blocks. We had to wait on the Registrar's Office to do everything they needed to before we could start putting these block together.
- Old privates will finish their flights in FP. New private students will do their flights in the CS.
- Remember, no XC flights in 78US and 79US.
- We want more ground done. We will be giving you about 5 students so this can happen (private and commercial). When they have a flight block, this is their class. They should be out at the airport, even during bad weather days, doing ground, using the SIM, you taking them to maintenance. There is so much they can still learn even if they're not flying.

- New privates will be coming out this week. You need to be working with them starting this week. Set up FL, get docs scanned in, tour of the airport, show them where the chiefs' offices are. You can charge them for this, so please do this.
- Please stick to flight blocks and not try to fly just whenever, if possible. We have a full schedule with the flight blocks.
- Stage checkers, we will limit your students to about 4 so we can get stage checks done.
- Slow down. A lot of mistakes are happening. Please read the syllabus and follow it so we can keep our 141 status.
- If a change is approved by a chief, please put in the comments which chief approved this.
- It seems that everything needs to be fixed right now. Please be mindful of the chiefs' time and remember the chief on call is there for emergencies. If it can wait until office hours, please wait.
- During normal operating hours, please go to designated person. For the schedule, go to Karen. For comm questions, go to Brandon. Only use the chief on call after normal operating hours and only if it's an emergency.
- Multi instructors, you will all get one student.
- If you are a new CFII instructor and you haven't had a Comm SE student before, please see Brandon.
- 74SW G1000 database is not up to date. No instrument XC.
- Instrument students can use the SIM up to 40%. If a specific lesson doesn't say you can't use the SIM, utilize it.
- We added new tabs to the cans. There is one for caution (scheduled maintenance – 100 hour, etc.) Then one for stop, which means the plane has been grounded. You still need to be checking the logs when you take the cans. You are PIC and it's your responsibility to make sure the plane is set to go. This is not dispatch's responsibility. You need to be checking this as the instructor.
- Electronic Ignition Systems – Maintenance Training – see attachment
- New checklists are here and mandatory. All old checklists go bye bye. All planes have these checklists and if the plane's checklist is missing, the last person who flew it will be charged for the checklist. Please make sure to check planes for these every time you fly so your student doesn't get charged.
- We don't have an airport manager right now. Temp is in place. But don't be upset about the circus we have going on out here. Don't fill out a PIREP unless you have every intention of updating it throughout the day. It's a liability if you fill it out. Let the temp airport manager do this.
- Full time instructors will have more than 5 students.

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

Meeting Notes

Here are the notes from the CFI meeting held on 10/10/2023:

- How are you doing? If you're not flying a lot or enough, go talk to a chief.
- Aaron will be out of the office from 10/12 until the beginning of November. Please see other chief for your needs.
- Just FYI, we met with the FAA about the traffic patten issue we have. We are working on getting this fixed.
- We need to work on helping each other out. Please wipe up oil not caught by the pans. This is everyone's responsibility and not just dispatch.
- Most aircraft write ups are notice or ignored until 3:31, right after maintenance is done for the day. We need to inform maintenance about these write ups sooner and not ignore them. We need to have a safe plane and environment at all times.
- We will be starting CFI pods again. It is located on the FL document page. You will see your chief over your pod first and if it needs to be escalated to the chief over the course, they will work with you on that.
- Please see Kan for instrument related holding pattern instruction.
- Good job moving privates along. Stage checkers, brace for impact because they will all be needing stage checks/EOC's soon.
- If you are not using a plane, please cancel your flight as soon as you know. We would like to have it cancelled 24 hours in advanced, but we need to know immediately. We have too many students not in flight blocks that are not getting flights done because all planes are being used. So any chance they have for an open plane is needed.
- Please don't send students on stage checks or EOC's when they are actually ready and not just to see if they will pass. We have had a dip in students passing stage checks and EOC's.
- Be sure to start flying with your students in different atmospheres. If they fly in the morning and their checkride is in the afternoon, please fly with them in the afternoon so they know what the weather is like during that time.
- Take students to different airports outside of Logan/Price. We asked the privates how many had landings at another airport outside of Logan. Most students had not left Logan. You can test their landings in Preston. If they can land in Preston, they can land in Logan.
- We pulled a report and no extra briefing is being done. Why not? They have money for this in their course fees, so do it, please.

- Safety
 - Flocks of birds on runway – there is aeronautical decision making but sometimes things just happen so fast and you have to make a decision so quickly that you can't go through the safety/emergency checklist. If safety is threatened, please remember that you as the instructor should take control. Know when it is helpful to teach and when to take control to keep the plane from being ruined.
 - Students should not be topping off oil without the supervision of their instructor. Be sure to clean windshields. Also throw away the oil bottles, take the oil funnels and empty oil bottles back to the hanger to be thrown away (bottles) or stored (funnels). Steve Barton is asking that we stop leaving lazy and leaving stuff in the back of airplanes.
 - We have had a few runway incursions. Please be aware of your surroundings when landing and taking off. Know which runways you can and can't use when others are in use.
 - File safety reports if something on the airplane is broken. It's required to file a safety report now so it can be followed up on. (hanger rash, hitting the wing on something when pulling out of storing the aircraft)
- Most of the comm checkrides failures have been on power off 180's. If they can't pass it in adv man, please don't pass them on the stage check.
- There will be a change to scheduling checkrides. (KLGU Only) You will now be able to submit your checkride request when you submit for the EOC. If your student will not have their EOC done and they are close to the top of the list, you need to let Jensea know so she can move your student down and get the checkride scheduled with someone who has the EOC done. When your student completes their EOC, their IACRA needs to be done the same day. This is the only way the FAA truly knows how long we are waiting for checkrides. Please do not wait until the day or 2 before the checkride to complete IACRA.
- We submitted a list for new stage checkers on 9/5. Still waiting to hear back from the FSDO about that.
- If you are uncomfortable with stalls or teaching them, see a chief or asst chief and they will work with you on getting comfortable with them.
- Tack times have not been correct lately. Please make sure you are entering them in FL correctly. They are in the cans correct. If the person before you hasn't put it in FL correct, still put your correct times in. This way we only have to fix one entry instead of 7.
- Practice emergency landings with all students, but especially privates. SC'ers have noticed they miss their landing, float 500 feet and then land. Remind them go arounds are the better options. For emergency landing practice, please remind students to look for paved surfaces before looking for an open field.
- Stage Check
 - Go arounds have been bad
 - Radio calls – you need to be letting your students do these. They need the practice.
 - Power off 180's – please don't teach your students to force the plane into the ground. Show them the correct procedure.
 - Make sure they have their 5 hours of night flights for comm.
 - Make sure times are totaled in log books so stage checkers and DPE's don't have to do it themselves and save them time.
 - Tab regs in log books to make it easier for DPE's and students to find.
 - Make sure students are logging things correctly in their log books.
- Checkrides are kind of in a hard place right now. We no longer have Mike and Kevin. We get one day every other month from Tom. 2 or three days from Chris each month. Josh is 3 or 4. Matt and Steve are the ones really saving us. Kelli is now scheduled through Jensea. We have only gotten 2 days from her a month. Kelli will be mostly used for CFI, and in most circumstances, Price will get dibs on her first. Even Price checkrides with Kelli will now go through Jensea to save Kelli the headache (this is Kelli's request). Josh, Matt and Steve will also be used in Price. The only checkrides not scheduled through Jensea are for Lance and Craig. However, if you are buddy with Lance and can get a day from him here or there, please get it and tell him Jensea will send the student information to him and then let Jensea know the day. We have so many students in KLGU waiting and we are having a hard time getting DPE's up here. Please work together instead of just for yourself to help everyone get checkrides so we can keep our 141 status.

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

Meeting Notes

Notes from CFI meeting 8/1/2023

- If you miss the CFI meetings, there will be a make up one on Fridays after the initial meeting. If you can't make it to that, you will be grounded until the next meeting. This policy was implemented at the CFI meeting in July. These meetings are mandatory. Please be sure you are in attendance.
- Most DPE's have temporary authorization to split checkrides. If they have approval, the DPE will schedule ground in an afternoon and flight the next day or within the next few days. Please watch emails because not all DPE's have requested approval for splitting.
- Aaron is on call this month. His office hours are from 0800 – 1700. Plan in advance. Don't wait until the last minute to get things approved. Aaron doesn't want to approve things late or last minute, unless emergency.
- AQP – Charted courses (obstacle clearance and course guidelines, guaranteed signal coverage. A charter course give you safety. Uncharted puts you and your student in danger and leaves room for second guessing. As an instructor, are you putting you and your student in jeopardy just so you can get your hours?
 - Be honest – don't be so fast to complete flights and forget to add things to your flights when closing. If your student isn't ready, stop their progress.
 - Don't rush – do whatever you are supposed to do.

- Teach – use your time to teach them.
- Guidelines & policies are set up for safety & success.
- 141 Collegiate flight schools – FAA is doing audits of graduates to see what is missing most. They have flight plans turned in, but they are never opened, filed or closed.
- Great job with scheduling last month. Please remember, Karen gets on every day and at different times. So don't go to a chief when you know she will be on later that night.
- Lots of things can be done from 0800 – 1700 or 0900 – 1800. Please plan ahead and don't go to the chief on call for last minute things.
- Who is inputting TAC time? There have been lots of TAC errors lately. Put the right time in FL so it doesn't affect every one else, or risk of flying over 100 hours. Pay attention to times you are putting in.
- You can look 24 hours back in FL to see how many hours you have flown. This way you can't go over your 8 hours.
- 10 days left in the semester – Make sure students are getting done, but don't rush. We are working on flight blocks in FL. We are doing this so there is no excuse to not finish in a semester.
- No more 40 hour work weeks.
- If a student cancels, you need to go in and cancel the flight the minute you get off the phone/read the text. Cancel flights!!
- Stage Checkers
 - Make sure the students know the difference between indicated and true air speed. Be aware of what your students are watching. Correct incorrect knowledge from the things they learn when watching YouTube or other resources.
 - How fuel moves through the system, even at a basic level.
 - Show students good resources to watch.
 - Briefings, not in the checklist. Have students write them in. If they don't brief, they don't go.
 - Check your USU emails. Stage check approvals, rejections, etc., go there. Please always be checking your school email.
 - Class theory courses, you need to add a briefing to get paid for it.
- Jensea needs to know the outcome of all checkrides after they happen. Even if she didn't schedule it, still tell her so you are in the habit of that. She's scheduled 30+ checkrides since she has been back and can count on one hand the number of instructors who have told her the outcome of their students' checkrides. This slows things down with scheduling when she has to track you down to get the information. She needs this to know if she can schedule other checkrides, needs to reschedule anything. Plus DPE's ask her each month how many people are waiting on her list. If she can't give a definite answer, it messes up how many days DPE's give her.
- Also remember, Jensea is still struggling with working at full capacity. You have access to the list of students waiting on checkrides. Please remind the students they need to talk to you about checkrides instead of her. This way she can work on what she needs to and not have to pretend she can handle everything 😊

Meeting Notes

Here are the meeting notes from the CFI meeting today, 7/11/2023:

- Thank you for not flying over fireworks. We understand sometimes you just don't know when fireworks will be going off, but as a reminder, you cannot circle around fireworks just to watch them. If you circle them, that is a firing.
- 1 month left for training for summer months. 1 month from today, the semester ends. Time building courses end 1 month from today.
- There will only be 1 meeting make up; Friday this week. If the instructor can't make it, then they have to wait until the next month when we do the meeting again. The instructor will not be flying for a month.

- We are reviewing the handbook in its entirety. We just scrubbed the safety pages down from 26 to about 15. We reduced a lot of repetition. We will make you guys review the handbook again when they come released in Fall.
- We are reviewing full time and part time positions now. If you want more students, speak now or forever hold your peace.
- Aaron and Brandon will be gone for 10 days starting next week for OshKosh along with the 62.
- Student reviews – Chiefs will be emailing you asking the status of your students. Please give a detailed review of where your students are and not just a thumbs up. We need to make sure students are on track. The school is asking what they are asking for safety and degree. Remember we are asking you to teach according to the handbook. That's been approved by both the school and the FAA.
- Fall is coming and we are getting nervous. For all of last year, we admitted 85 into the program. This years, we are admitting 135 in to the program for Fall, Spring and Summer. This means you need to charge students for what you do. If they no show, charge them. If they aren't putting forth the effort and you have to repeat a lot, charge them. We won't have the resources for students to just be flaky. Be upmost professional. Show up for time blocks.
- AQP – Stabilized approaches – What is it and how do you teach it? Just remember, it's never too late to do a go around if needed.
- There are 2 types of aircrafts at USU. An on target, on reference on speed, or a go around. Just do go arounds if anything is questionable.
- Scheduling (on call) – you've done a great job this month. If you schedule before 20:00, Karen will get it on the schedule. This includes Saturday. So you don't need to text the chief on call to make sure they get it on the schedule.
- Stage Checkers please give Karen your days about a week in advance. She is having a hard time getting students to take a stage check when they have 1 day notice.
- Flight plans need to have a return route. We want more than just a route. Include ETA, Altitude
- On the twins please make sure LE only fills up to an inch under the cap. That way we don't have it leaking all over in FL10.
- Parker will be sending a message to all private students letting them know if they don't finish this semester, they will have a hard time getting a plane in the Fall with the 135 students coming in this next year.
- Richard is behind on CFI lessons. If he can't get caught up, he will let us know.
- Stage Checkers – Go arounds suck. Students are leaving flaps up and going 85 when it should be 66.
- Lance CFI Initial – Radio checks he wants to see on Comm1 and not Comm2. If your student is using the verbiage of taxiing as a brisk walk, he wants to see what's in the handbook showing it's dependent on throttle, and you should probably stop. He would like to see a little higher speed for flying than 73 knots.
- Let your students make the radio calls
- How do they know which runway to use? Make sure your students know this.
- How often are instructors out with their students during pre-flight? We need to do this.
- Students don't know where to get NOTAMS
- We let Diamond know their checklists suck. They are working with their teams to get a new checklist made. We have Steve Barton prime for 7 seconds, according to the checklist and there was a puddle on the floor. That's a safety/fire hazard. We are going to default to the AFM for starting. 0 for hot, 1-3 seconds for warm and 3-5 seconds for a cold start.
- We were working on the twin checklist and then we discovered Diamond checklist suck. Aaron is working with Dallas on systems for the twins and more.
- G1000 pilot manual always needs to stay in the plane.
- Clearing the area – If your student clears the area and travels 2 or 3 miles before making radio calls, they need to re-clear the area again.
- You can work 40 hours a week until the end of this month.

June 16, 2023

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.

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Nathan Laursen

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AAA

Meeting Notes

June 6, 2023

Here are the notes (as fast as I could write) from the CFI meeting 6/6/2023:

- SIM instrument currency renewal – Joran will pull a report every couple of weeks, if you did a currency renewal, she will email you telling you how much you owe. You can pay Joran or Jensea for this. To schedule the SIM instrument currency renewal, you do this as a rental.
- You have the ability to upload docs and certs for your students. Please do not do pictures. If you use pictures, it makes more work to look through the document to make sure it’s all there. Please use the scanner. Go see Jensea and she can show you how to scan documents needed. Jensea does employee docs, Joran does students. Jensea and Joran will back each other up, so if one is not here, the other will be here. Make and Models DO NOT go in documents. They are a requirement, so they need to go in certificates.
- For papers that need to be scanned into FL, please see Jensea or Joran. If you scan it in, then put the original in the basket at Richard’s desk. If your student wants to keep a copy, give them one. Don’t put them in Joran’s box if it needs to be scanned. She will just put it in Richard’s box thinking it just needs to be filed. Don’t assume Joran or Jensea knows documents need to be scanned if they are in their boxes. Also, do not scan anything to the dispatch docs email. That will not be checked anymore for documents that need to be uploaded.
- There were 17 people in May who went over 60 hours each pay period when we offered for you to 80 hours a pay period (40 hours a week). Was this helpful? If we do this again in July, this means EVERYONE needs to be done this semester. Please help each other to get solos out and

in. If one of the other instructors will go over their duty day , help them out so we can get everyone done.

- If there are no pre & post briefs, Lance's opinion is it's not 141. Billing and recording these briefs is the difference between 61 & 141. If Aaron sees these fried times as 0, you will have to talk to Aaron and explain why.
- You're not an accountant. Just because your student is almost out of money, you still need to charge for ground. If you don't do this, we can lose out program status for the school.
- Make up day for missing the mandatory CFI meeting will be Friday after the meeting. No more going to a chief later Tuesday for the make up. These meetings are mandatory, so you should be at the meeting. You will be grounded from Tuesday to Friday.
- Stage checks. – we will be implementing a scale of 1-5 for checkrides. If a student says, "I have never..." or "My instructor never taught me...", this is an automatic fail. They are not ready to be checked on something they have never done.
- FL will allow you to carry everything forward. We are still only allowing you to carry 2 items forward. If a student is gone for 2 weeks and you sat a flight before they go, but you come back and need to do that flight again, work with a chief on that.
- Cessna 172 is here.
- Keep your students motivated
- AQP – WARTS and DMMS – Kimbol has a card you can put in your badge/prox card holder
- Private and Instrument – make sure your students are enrolled in next stage (Stage 1, Stage 2, Stage 3) don't wait until the last minute before a flight to try and get them enrolled with the chief on call.
- Full time position has been drafted from 12 months to 8 months. If you are interested in this, please let Aaron know (Cayden Thompson, Claire Dugger, Jared Barrus, Jake Kapp)
- If you want to extend a flight, please make sure to ask a chief permission and then in FL the due back time matches when you get back.
- Failed checkrides need to be unsat, not deleted.
- Make sure the flight you're scheduled for in FL matches the plane you take.
- 61 checkrides need to be enrolled in 61 checkride courses, please
- When you are messaging a chief on call for help with something, please make sure to send them all the information needed, including student name. That saves them having to go back and forth trying to gather all the information needed.
- Submissions for stage check request, accepted or rejected, will go to you USU email, not your gmail account.
- After hours, make sure students are filing and closing flight plans.
- On the 42's please check both the top and bottom brake pads. If the tops look good, don't assume the bottoms are good.
- New instructor – see Aaron and Jon for new checkouts.
- Jon is making a 172 checkout. 1 question will require going into the plane. To get checked out, it's \$275/hour.
- CFI Xctry Flight Planning – 6 hours Xctry is a recommendation. If it takes less so be it, but train your CFI students to the level that they can train a private student. Make sure they can use a plotter, do a paper flight plan, E6B to calculate diversion in flight.
- Checklist about engine fire – Talk to chiefs about this.
- The most current handbook we want you to reference is in Discord docs.
- Practice areas – if you are assigned Twin Lakes, that doesn't mean you stay in Logan. During peak hours (1000-1400) only 4 aggies will be allowed in the Logan practice area, mostly checkrides.
- If dispatch wants you to put your plane in a T, it needs to be tied down. Please close the doors when done pulling planes out.
- Terrell Oliver and Kyle Dalebout are now part of the safety committee. If you have safety concerns and don't want to go to Richard with it, you can see them.
- Please continue submitting safety reports.
- Brandon has done a revamp of checkride course. Please see him about those.

- Instrument checkrides need to know systems. Make sure your student knows alternate air and alternate static are 2 different things.
- On Matt's checkrides, make sure your student knows bonding check is required.
- When entering aggietime, please be sure to include the student's last name, flight number and description. Also, please make sure to keep your phone handy from 0700 – 1100 on the 1st and the 16th of each month so when Jensea goes in to approve, if she finds things that need to be fixed, you can get them done before the noon deadline.
- 40 hour work weeks are now over for instructors who submit time into aggietime.
- Checkride Process – Matt, Josh, Mike, Kevin, Chris, Steve G, Steve H, and Tom all schedule through Jensea. Please don't go around her to get these scheduled. She also schedules everything except CFI. If you end up getting a date from one of these DPE's that she doesn't have, give it to her, please. If you have a CFII or MEI checkride student, please make sure they are on the list. If you get a date from a DPE and your student is next on the list, she will get your student scheduled. But we just need more days from DPE's.
- If students will be gone for an extended period of time, they will be moved into standby...even if they are on the checkride list.