

CFI Meeting 3/5/2025 – Brigham City

- Build Situational awareness – good for teaching situations too
- Energy management skills – this ties to situational awareness
- Proper Logbook entries – make sure they are for flight and ground include flight lesson number.
- You can add extra ground lessons, a chief needs to add extra flight lesson
- Slow down and triple check TACH and HOBBS time. Always check the cans to make sure they are correct.
- Provide students with a thorough brief/debrief and be VERY Specific.
- 141 lessons done in order unless pre-approved each time by a chief and for weather. This will never be a blanket approval.
- Plan ahead and get flights on schedule no less than 48 hours in advance. This helps everyone work as an “us” and not an “I”. State registration in all aircraft as well and check expiry dates.
- Make up Ground Lessons include the GL and title and ensure you meeting the time on the syllabus.
- Students need to complete ground/flight lessons before they leave the building.
- Cancel the flight on FlightLogger as soon as you know you won’t be going.
- Tie down an airplane if the next flight is not right after.
- When getting into and out of the Diamonds, please do not use the head rest area as a support for your hand. We are pushing on the seat backwards that is causing the shell to bend backwards. If we keep doing this we need to buy new shells and major money. Use the handles.
- Mitigate Risk – “The goal of risk management is to proactively identify safety related hazards and mitigate the associated risk.” “A single decision or event does not lead to an accident, but a series of events and the resultant decisions together form a chain of events leading to an outcome.”
 - Use the PAVE Checklist
 - IMSAFE

- Hazardous attitudes/antidotes
 - External Pressures (completing flight in semester)
 - Four fundamental principles of risk management
 - Accept no unnecessary risk
 - Make risk decisions at the appropriate level
 - Accept risk when benefits outweigh danger
 - Integrate risk management into planning at all levels
 - The 5 p's check
 - The Plan, The Plane, The Pilot, The Passengers, The Programming
 - Care
 - Consequences, Alternates, Reality, External Factors
- Our Role goal (ADM/Risk)
 - As an instructor we work diligently to mitigate as many risks as possible and teach our students to assess risk and do the same.
 - In aviation “breaking the chain” is essential to maintain safety and early recognition is key.
 - Unexpected situations will arise. How we manage these situations is also key in the safety and overall success of each flight.
- XC Flight Planning – Use the ADM/Risk checklists to mitigate risk and make overall decisions to go/no go. Review and thoroughly brief the flight with your students. Discuss more possibilities so they are prepared. Discuss the possibility of a diversion or turning around in flight.
 - Upload flight plans after hours. Round robins doesn't need multiple flight plans. Fuel stops and landings require multiple. Fly the planned route that is filed. If you need to change, amend flight plan. When you come back, post in the after hours page and mention where you parked the plane.
- Practice area frequency – Did you hear anything on 122.85?
- Ramp in/out and after hour messages – don't forget to put your flight lesson to “in flight” on FL. You're technicality stealing the airplane if you just take the keys and

start flying. Proceed lessons before start flying. If you need to extend, please post on the after hour page. Don't forget to extend in FL as well. If you have the last flight of the day, please get approval from chief before you extend. When do you post in the after hour pages. If John is at Dispatch, you are fine, but you need to post in after hours.

- Briefing/Debrief – make sure you are doing this on each lesson. If you don't do any briefing or debriefing, the lesson doesn't count as a 141 lesson.
- Airplane left out in T – Next flight got cancelled. In Logan, you talk to the instructor on the next flight and confirm they are using the airplane. If the instructor doesn't answer, you need to put the airplane back in the hangar. We need to follow the same procedure. If the plane will be out for more than an hour without being flown, it needs to go back into the hangar. You need to communicate with the instructor of the next flight to see if they are cancelling or to know they will be responsible for the plane.
- You cannot put the airplane by yourself. you need 2. No self serve on a solo flight. Make sure destination is open at FBO, and that they can help the student.
- If flight lesson says night, you have to fly night. If lesson doesn't specify, it's a day flight. (instrument is the exception). If the lesson says day or night, you can do either. Also, if the lesson says XC flight, you need to do a XC flight. If the lesson is a local flight, you need to do a local flight. And you can't do a XC flight in a local flight lesson.
- Night and Instrument Currency - Joran checks the night and Instrument flights each month for the previous month and then email you who used the SIM or airplane know that how much you need to pay for the flight. She puts a future ground and public note on your flightLogger account, so you know the amount you owe. You can pay here in Brigham City or Logan (Brent). You do not need to tell Joran when this is paid. You can use the SIM (Frasca) for Instrument currency. If you need IPC, talk to Kan or Dallas.
- CFII within 6 months. If you don't have your CFII yet, make sure to get it done. You need to stop teaching if you don't have your CFII by the due date. It's on your FlightLogger page and was part of your agreement when doing your CFI interview.
- On call chief for March is Parker. On call chief is only for emergency and monitoring flights for safety. Plan ahead for night flights and weekend flights. Take care of necessary things during business hours.

Here are the notes from the CFI meeting held in Logan on 3/4/2025

- Radio communication – These need to be CTAF appropriate. Drop to air to air frequency (12345) Keep things professional. This is a cause for safety concerns. Don't ask someone on final approach what their intentions are. Do a risk evaluation before making radio calls.
- Computers are still in progress. Hopefully this will be completed by Friday or next week. Please don't move things from the rooms they are in.
- 3/6 from 0800-1200, don't bother the chiefs. They will be ignoring phone calls, texts, and Teams messages.
- Logbook entries – you need to be putting in entries for ground as well.
- We need CFI initial instructors now. Please let us know if you qualify (Levi and Jisoo are the only ones who said they qualified right now)
- PRIA has changed. They don't just ask about the drug tests anymore. They ask about your performance as an instructor. If we can't answer "Always" to their questions, then you are zinging yourself and your application goes to review instead of automatically going through. When you can't show up to mandatory meetings, that will make it show we can't answer "Always".
- We are doing a new batch of hiring. Once this is done, we will be shifting students around. Please be patient with this.
- XCtry – we need to have your flight plan for both directions unless it is a round robin. Please don't just copy the exact same route back without changing the times so it actually matches your flight.
- Landing fees – we are not collecting landing fees or airport usage fees. However, don't go to places that charge over \$25, please. Be aware of what you are doing and where you are going. Call ahead to airports on the weekends to make sure they will have someone there for fueling. Don't assume someone will be there. Make the call.
- Checkride Results – Jensea needs to know if the student passed or failed. The chiefs need the details of failures so we can see where we are struggling to pass.
- Layover Days is March 27th @ 11:30. If you want to grill, let the chiefs know.
- We've seen an uptick of hangar rash. Slow down, be careful and pay attention.
- Stabilized approach – we need to pay attention and do go arounds if needed.
- This month's challenge – Taxi & Taxi clearance limitations – Give taxi instructions to your students. Get them talking about it. This needs to be something normalized so they are used to it.

- Insurance for de-icing – we only have 1 class aircraft (5300) that is approved to fly in icing conditions. You cannot de-ice unless it's an emergency. If it is an emergency, this requires a safety report and report to Aaron. You need to self ground if you end up doing this until Aaron knows what has happened.
- Thank you for making payroll so easy.
- Radio calls – privates need to be making radio calls. If they mess up, it's a great teaching moment to help them learn.
- Think of the program as “us” instead of “I”. We need to work together to get our students done. Help each other out. Switch planes as needed. Don't hold planes hostages while trying to figure out what you are doing.
- Cancel flights – especially with Spring Break and students not being here. We need flight cancelled so other student who stay here can fly.
- We had 2 flap overspeeds on the same day, within 3 hours. Emphasize speed to students. Go over this a lot with them. Remember, 95 or slower and why we do base to final at 93.
- If you are requesting to extend but departing an hour late, you will more than likely be denied. Show up ready to go. Solo students coming back late, pushes everyone back. Help them plan better. Work as a team.
- Thank you to those who are last back and helping to get planes in at night that are left out. Communicate with other instructors to see if a plane needs to be left out or put in a hangar at night.
- Proceed with lessons – Flightlogger times out and then you have to go see a chief if you wait too long to proceed. So please proceed while your student is going through their documents for ground. If you do this on the flight side, that's a big no-no and you will be grounded.
- Weather – we want to know if you are checking weather. We want to see the briefs and may even randomly ask for them.
- Good job on flight plans and adjusting the times for flight to and from. Keep it up!!
- SIM Instrument Currency Renewal – Joran pulls a report once a month for the previous month and email you of the amount you owe. You can pay this with Brent so he can remove the future ground on your account. You no longer need to see her after you have done a renewal to pay UNLESS you know you will be leaving for the airlines before the report is pulled. This also is the case for Night Currency as well.
- Instrument Stage 2 – stage checkers, be ready for an influx.
- RNAV 35 or ILS – If you see a jet coming in, stay out of the way. Monitor 127.7 as well. LTA (Letter to Airman) this is helpful when going to unknown airports. It gives information like hotspots for ATC or Tower. Shows where they've seen issues in the past.
- Traffic patterns are important no matter where you are or what runway you use.

- W/B – you need to be checking your students on this. Make sure they know how to do it even when they are doing electronic ones. Stage checks will always require the paper W/B.
- Instrument Approaches – keep in mind traffic patterns. Who has right of way? Try doing instrument approaches elsewhere or at night to fight all the traffic.
- If you deviate from weather minimums, you need approval and document this approval is the student's FlightLogger. Chiefs will want a weather report in the document.
- If you have questions whether to file a safety report or not, file it. We don't know what to train/correct without the safety reports.
- CFI Initial stage checks – make sure your student knows 61.63 and know and radio calls.
- Stage Checkers
 - 1 out of 5 students are missing ground entries in logbook.
 - Stall recovery – Power on stalls, go over these with students!!!
 - Altitude for lost comms. They need know this.
- We don't know things unless you tell us.
- Slow down, do it right, have fun!

Here are the notes from the CFI meeting held in Brigham City on 2/5/2025. Let me know if you have any questions.

- Proper use of brakes
 - Doing an initial brake check doesn't need to be aggressive. If you are julting forward, it's too hard.
 - During Taxi - minimal braking
 - T/O and Ldgs
- Don't coddle your students. Build that SA daily by allowing them to make decisions. If it is safe, but not necessarily the best decision, talk to them after and discuss why and what decision could have been made to better the situation next time. Or make a suggestion otherwise.
 - look for traffic before turning and clearing the area before maneuvers and continuously looking for traffic during. Pre-maneuver checklist!!!
- Make sure students are in uniform. Send them home if they are not.
- Increase the understanding of energy management skills and the very basics before moving forward.
- If the airplane isn't a quick turn over, please TIE IT DOWN in a T. We can use the East side T's as well.
- Proper Logbok enty: FL#'s or all the details.
- Braking and straight landing
- Don't staple W&B or flight plan papers.
- Please be mindful when you are writing down time in the can and in FlightLogger! Triple check your work so mistakes are avoided.
 - Ramp out on FL (done before you even walk out to the airplane.
 - Verify the starting TACH and HOBBS time match in the can and aircraft.
 - Verify you have ample time until the 100 hr inspection. This is from your STARTING TACH time! So it should be done before you fly.
 - Write down end TACH and HOBBS int he Can.
 - Take care when putting times in FL so you do it correctly and the times match the can.
 - If there are any discrepancies, please let us know so we can take care of them.
- Briefing/Debriefing Students
 - Please make sure you are providing adequate briefs. Your students will excel and do better if they know what's expected and also what they can do to improve. BE Specific! Students will not read a chapter int he AFH or PHAK, so tell them to read a very specific section or send them a short BODLMETHOD article or video, etc.
- PPL Student Progress:
 - Most PPL students are all at the same point in stage one. Most have about 2-3 lessons before the stage one.
- Reminders:
 - All ground lessons are the flight lessons/course mins nee dot be completed before submitting for the stage check.
 - We're tracking student progress from the last semester and we're hoping to have students through stage one, closer to stage one course mins compared to last semester more stage one students were about 10 hours over in stage one.

- FYI: Planning to take stage one exam in class on 2/17
- If your student is ready for stage one and they want to submit before then, you will need to cover the ground lessons with them. They'll need to complete the associated quizzes and take the stage one exam with you. This should be communicated with the chiefs as well.
- 141 Flight Lessons:
 - 141 lessons need to be done in order, UNLESS you've received prior approval from a chief to go out of order.
 - If you need an extra flight lesson added, please let us know so we can add the extra lesson for you.
 - You can add extra ground lessons yourself.
 - If you are unsure, please reach out.
 - Thumbs up before a flight. Also, PROCEED the lesson before you get into an airplane.
- Plan ahead
 - Plan your flight blocks no later than 48 hours in advance so the schedule shows accurately, and the blocks are in either an aircraft or a briefing room. IF you know you're doing ground instead of a flight, drop yourself in a briefing room. This will allow the schedule to reflect accurately, and therefore allow instructors to schedule non-block students in open aircraft.
 - Ask the on call chief if you schedule a flight before the earliest or after the last flight if you're scheduling within 48 hours.
 - PLAN AHEAD PLEASE!!!
- Stage check forms
 - Please write the student's name and the stage check you're requesting on the form so we know who it is for. Just a scribble signature doesn't cut it.
 - Send the stage check request form to Kan and Dallas.
 - Course mins in that stage need to be met (the time for stage check) and the ground lessons and stage exams need to be done before a stage check is requested. Also check your student's documents are updated in FlightLogger.
 - Paper W&B for stage check. No digital W&B.
 - Process to submit a stage check:
 - Fill out the form and be sure to write the student's name on the form.
 - Scan to Kan and Dallas and add a title to scan with includes:
 - Course, Stage and Student's name
 - Once Kan and Dallas approves the stage check, a message will be sent to all stage checkers.
 - If a student is unsat:
 - A new form is not necessary. However, send Kan/Dallas a message when retraining was complete and if there is a plan in place for a recheck with the same stage checker OR Kan/Dallas can send out another message to stage checkers.
- Fuel Cards
 - Please take care not to use the wrong fuel card or take it home with you.
 - White fuel cards in the cabinet are for AirMotive ONLY.
 - If you go on a XC and need to get fuel, use one of the two in the aircraft's can.
 - If you have thoughts on keeping the AirMotive cards in the can, let us know. It is imperative that the AirMotive card is NOT to be used anywhere else.

- Put the airmotive card in the plastic card holder at the back of the can, away from the other cards??
- Runup 17
 - Please runup short of 17 only if it's not busy and will have time to do so. Otherwise runup for 17 is at the north end.
- Make up Ground lessons
 - Put the GL# in the title of the lesson
 - the duration of the ground lesson needs to be met.
 - Example: if the syllabus says GL1 is 2 hours, you need to do 2 hours ground for the make up session.
- State Registration:
 - Utah state registration needs to be in the airplane.
 - We should have:
 - Airworthiness
 - Registration certificate
 - Utah State registration
- G1000 database
 - It needs to be updated if you use GPS and file a flight plan.
 - Instrument XC flights: G1000 database has to be updated.
- Dispatch Hours
 - Dispatch hours in Brigham (John's working hours) is Monday, Wednesday, and Friday from 10:40am - 5:30pm.
 - He can help pushing airplanes in and out, ramp in/out, fueling. However, you need to be here at the airport when you send a student for a solo. Also, when the student comes back. If you can't be present, coordinate with a specific instructor to take care of the student. The detail is in the Instructor Manual.
 - Send a message on the after hours page for 5pm or 5:30pm on M,W,F.
- Safety Committee Representatives:
 - With Brigham City growing, they want to have representatives from Brigham City.
 - Let us know if you want to be a part of the safety committee. Also, let us know if you have a student to nominate for the position.
 - You will help in the collection of safety related information, design of proposed risk mitigation, and sharing of safety related information with all participants in our program.
- First month of Spring semester is over:
 - How are your students progressing? Be sure to keep on top of their progress and know where they are in their rating.
 - How is our teamwork and communication going? We need to be communicating. We don't know what's wrong unless you tell us.

Here are the CFI meeting notes from 2/4/2025.

- Safety Meeting 2/12, 6:00 pm in ESLC 130
- 29.5 hour a week is what part time employees are contracted for. You need permission if you will be going over this. Pay attention to your hours. If you go over your 29.5 hours/week, you may not be able to do the 40 hours when offered on occasion.
- Out of order lessons have to be approved by a chief. You need to make notes in the lesson as to why you went out of order and who approved the out of order change. If lessons are done out of order and there are no notes, the FAA may require the student to redo their flight lesson.
- Cancel flights if you are going
- Plan ahead of time and use chiefs business hours.
- Chief on call is not for scheduling issues. They are only for emergencies.
- Make sure you are marking flights correctly.
- Make sure you let chiefs know when planes is downed and put the can in the lock box, no matter what the write up is. Don't normalize deviation.
- We as chiefs and admin don't know anything unless you tell us. Tribal knowledge gets you in trouble with the FAA.
- File, Open and Close flight plans for 141 cross country courses. If you aren't sure if one needs to be filed, opened and closed, do it anyways. We'd rather you do it and not need to than not do it when it was supposed to be done. Also, please remember to extend flights as needed. Also, if you are doing these digitally, please make sure they actually go through.
- Parker Challenge: Adding power on Landing. Based on research, this can turn out badly. If you go around, sink rates shouldn't be that much coming out of a round and slamming to the ground. Don't add power for a "soft landing". Killing power over threshold shouldn't become normal either. Read chapter in handbook about energy.
 - Slow Flight – speed should be what? Stall warning horn should go off 5-10kts above stall. Speed varies based on weight. Don't always train for 65kts. Slow to stall, hear stall horn, and then use 5kts above stall horn warning as your speed. For checkrides, ACS states if you tap stall horn and correct, you are fine. If you continuously hear the stall horn, that's when you fail a checkride.
 - Stalls – when teaching stalls, most important part is coordination. When things dip and move, that's when students start yanking. Help them correct this aggressive action. Show them what other things can help instead of just aggressively yanking the yoke. If you are afraid to demonstrate for students, use a chief. They are great resources for this, including power on stall. Everyone learns different, but maneuver

outcome should be the same. Slow flight and stall should be taught to students with flaps and with no flaps. DPE's will ask for either.

- Remember the syllabus is the bare minimum.
- Plan ahead. Schedule with the intent to fly. We've been saying this since April of 2022.
- Stage checkers, we need 1 block schedule per week. If you don't give us a block, the chiefs will pick one for you because they can see your schedule.
- Slow down, do it right.
- Safety – Security type issues – We have seen cans being left on the counter in dispatch, with the key and also without the key in the can. If you don't have or forgot your key to the can drawer, we want you to put the can in the lock box. We need to keep our aircrafts secure at all times. You need to be aware of what you're doing. Safety trumps convenience.
 - Brigham city – if students and instructors at BC are not using their practice areas, you can use them. If they are, dispatch may direct you to Bear Lake or another practice area. You can always check if BC practice areas are being used by going to the departures/arrivals page in FlightLogger.
 - When we have inop equipment, what do we do? Squak it, down it and wait for it to be fixed. **YOU CANNOT GO ON FLIGHTS IF EQUIPMENT IS INOP.**
- University will stop admitting students in Logan starting in the Fall. If students want to go to Price or BC for a specific rating and then want to come back to Logan, it may not happen. Students cannot swap back and forth. Stage checks cannot be arranged by students in different locations. A student in BC cannot come to Logan to have a stage check completed without a chief permission. Chiefs will not sign off on this without a valid reason.

Brigham City CFI meeting 1/8/2025

- Slow down - take time. Enjoy the journey and the process of becoming.
- Welcome to new instructors – Lucy Hankins, Ethan Porter, Evan Steimle, Jack Goodrich, McKaid Tobiasson
- Always improve yourself as instructors. Always do your research and studying yourself.
- Oil pans, be sure to pick them up when moving aircraft out of hangar
- Never leave aircraft unattended in an unworthy state. Keep canopy closed
- Proper use of breaks. Make sure you are using breaks appropriately. We've had lots of popped tires last semester
- Don't coddle students. They are reliant on the stage checkers, DPE's, and Instructors. They should have situational awareness of these things and make should be making decisions themselves by the time they have stage checks and checkrides.
- Last add/drop date is 1/27. Be patient with us as we are still getting money and docs into FL
- Keep getting student completed from fall semester. We need to get them done and not let them fall through the cracks or let them drag their feet.
- Uniforms are required – no sweats. Make sure your students are dressing appropriately.
- Energy management skills.
- Tie down in a T if the next flight isn't going right away. If fuel is at 20 gallons or above, you can put the aircraft in the T or in the hangar. Be proactive to help each other. If you know the next flight is a X-ctry, be nice and top it off.
- Fall 2024 semester was a huge success. We were able to get 2 checkrides done. It was amazing!!
- 2025 Goal – be student focused. Have a why behind your teaching. Students thrive and do well when they know this information. Continue to learn, challenge yourself, own your mistakes and talk with your students as you make mistakes to show that you are even growing yourself.
- Make sure you are using ACS when teaching. The students need to know what standards they are being held to. In stage one and two, they may not be held to the standards, but they still need to know them.
- If your student can't verbally walk you through each maneuver, then they probably won't do well flying. Airplane is the worst classroom
- Give your students expectations of what you want, i.e. – when you want them to show up for a ground/flight (W/B, preflight). We want them to use their flight block time more efficiently. Briefing the flight. By flight 3 or 4, tell the student you want them to brief the flight. Know what line items they need to hit in a flight, have your student pick the practice areas, listen to radio calls and making radio calls, making decisions themselves. They need to start developing this skill set pretty early.
- ADM and situational awareness, this skill set will develop with time. They need to know what altitudes they need to use.
- Private pilot stage one, they need to know traffic, know ACS standards, how to enter, perform and exit a maneuver, picking practice area, getting back to the airport, know which runway to use. At least brief students on how to use 17 even if you aren't using it.

- We're not looking for perfection, not even ACS standards at stage one, but just seeing how close they are with their knowledge.
- If we have a set standard for stage one and two, it will help students grow. It helps students not do flights repeats that aren't needed. We will make a reference guide, but it is just a reference, not a must. Remember things are ACS standards for safety reasons.
- Make sure students know how to read and find maintenance logs early on.
- Stable approach on final, how to read a TAFT, students need to know how to calculate themselves instead just using the Garmin and Foreflight
- Check endorsements for each stage check, EOC. You can always check with the chiefs to make sure endorsements are correct.
- Logbook entries, make sure they are in pen, black or blue. Don't scribble out, just cross out, initial and then correct. Do not let your students use pencil to write their entries. They can use pencil for the total at the bottom of the page, but don't sign an entry written in pencil.
- Acknowledge and respond to messages in Teams. Location specific, will be mentioned.
- Visitors for Brigham, there is a paper where they need to sign in. Paper is Located in dispatch.
- Civil Air patrol, they will be in Brigham on Thursdays. So please use the rooms they are not using.
- Keep listening to the frequency on standby. If no one is using it, we may be using that for Brigham City and USU Brigham City. If you hear anything on that frequency, let Dallas and Kan know.
- Put your availability in FL please. We're still assigning students and getting challenge cross country students. So we will still be assigning for the next few days or even weeks.
- Challenge xtry students are coming from different schools. When they are assigned to you, we need to treat them like new students – uniforms, AFM, get account set up in FL. If students are doing first 2 flights in a DA40 and don't seem comfortable, let Dallas and Kan know. Don't push them. If they are doing great in a DA40, work with Dallas and Kan to get papers for their advisors.
- Afterhours Teams – be sure to put this information in for any flights before 0800 or after 1700. We need to know tail number, route, where you are going. We need to see and know where you are going as well as your due back time.
- Cade is the chief on call for this month. This is for safety concerns. These should be things that absolutely can't wait until the next day during business hours. If you can wait, wait until business hours.
- Mandatory Safety meeting – 2/12, @1800-2000. You can attend in Logan or Brigham. We will let you know when the location in Logan is finalized.
- Let's have a great year, crush goals

Here are the CFI meeting notes from 12/3/2024:

- Christmas party tonight, 12/3/2024 @ 5:30
- End of semester, next Thursday, 12/12/2024. Things should be winding down. Should be down to the last 2-3 flights including EOC. If unsafe, don't force it. If you're not quite down to the 2-3 flights left, please make notes in FlightLogger for the chiefs as to what is going on.
- Right now, weather is good. Get your x-ctry flights done.
- Now CFI position has been posted. Put your availability into FL so we know how many new CFI's we need to hire. Stage checkers, please update your stage check availability blocks as well.
- Instructors who are not CFI initial qualified, please see Aaron this week.
- We have students who haven't flown in 91 days. Every student on the checkride list should be flying 1.2-2.0 hours each week. We have students who aren't taking last minute checkrides because they haven't flown.
- Slow down in action, not in frequency of flying. Slow down and do every line item. Check them all one at a time and put in notes.
- Jon M is on call this month. We will close operations 12/24-12/26 and 12/31-1/1.
- SIM is broken. We are working with their IT to get it fixed.
- All instructors who have instrument students, John R will be grounding students who don't have quizzes done and graded to 80% or higher. He needs a copy of their written score uploaded into FlightLogger.
- We will be starting to submit incomplete grades. Make sure your student knows they need to accept the incomplete. Even if they have their Stage Check or EOC scheduled, still have them accept it in case of unforeseen circumstances.
- Incomplete dates will be 5/12/2025 for CFI Initial, Commercial and Instrument students.
- All flight blocks will still be on your schedule for students, even after they finish. They will automatically drop off on 12/13. But if you want it to drop off now, you can manually remove it.
- 1/2/2025 is when we will start assigning students. Drop date is 12/31 and we will not be here 1/1.
- Students who wanted to get started early (before semester starts) – have to be done with previous course, can't be VA, registered and course paid for.
- Prices go up on 1/2/2025. We will be putting those prices in on 1/2 and 1/3. Please don't go do landings at airport that charges fees until after 1/3.

- Air Speed Management – We are having issues with this. Be sure to quiz your students on this more.
- Train not just for Logan. They need to know other places than just Logan. Take them out of the valley.
- Please keep it professional on the radio. Teach students correctly and how to be professional.
- Students don't know the correct phraseology for radio calls. Please teach them.

Stage Checks

- When submitting for stage checks, make sure your student knows to check their emails. Talk to your students. They keep saying they aren't getting notification until the day before, but they just aren't checking their school emails.
- CFI Initial stage checks – make sure they know 61.63. They are struggling with this in stage checks.
- Knowledge shelf life is real. Students not going over their air knowledge for more than 7 days, really lose a lot of their memory and knowledge.
- Force your students to learn ACS. Use this as a training tool.
- Make sure your students are making radio calls during maneuvers. They forget to do radio calls if you don't make them do it.

CFI Meeting 11/5/2024

Brandon – On call. No flights on Thanksgiving. Make sure your flight plans include both directions. Plan Ahead.

Joran – Checkrides – please make sure to complete them as solo flights. Discontinuances – please tell Joran when they are completed. Students DO NOT pay DPE's cash. The DPE's need to be in the system, so there are steps we need to complete to get them in the system if they are not a DPE we use regularly.

Parker – Aggietime – Do it every day. We now have permission to not let you know if the time is wrong. If you don't do it correctly, you won't get paid for that entry in that pay period. If you forget to enter your time, you won't get paid until the following pay period.

Briefings before each flight, no scheduling power for CFIs right now. Make sure students have documents to solo, slow down and plan. Some students are moving to different instructors. Checkride students need to be doing something.

John – 40% instrument in sim. If you substitute, make sure to put chief who approved it. FL14 must be in airplane.

Jon – PTS lessons need to be retaught under ACS. Jon taking over for Aaron until he's back.

Richard – Solo students lose situational awareness. Prepare. Be a role model – follow the rules, slow down, be responsible. Train for different scenarios. Don't trust commercial students to know what they are doing. Brief flight scenarios. Don't carry students (radio calls, traffic, etc.).

Don't put feet on brakes on landing!!!

Wednesday, Thursday, Friday – Cade is on call.

- Aggietime – We have asked you to put this in daily when you are done for the day. You will get paid what you put in from now on. We will not be approving entries put in wrong. You need to be on top of what you worked.
- We have gained the attention of the University. We hope this brings good changes, but we know it will also bring scrutiny. Part of the problem the university is hearing about is students complaining that their instructors aren't flying with them. With this, we have been told only 5 students per instructor. We have been asked to look at flight block utilization. We need to know what students aren't showing up for their flight blocks. Are their flights missed being made up? Are other arrangements being made when they miss multiple days in a row.
- 40 hours a week for the month of October. The only caveat is if you have worked more than 30 hours any week from 8/1-9/30, you only can work 2 weeks of 40 hours. If you have worked 2 or more weeks of over 30 hours, that you cannot work the 40 hours a week for the month.
- Night Currency – If you are not night current, you can fly with a student at nights, but you cannot log PIC. If you are not night current, we will let you rent a plane at cost for you to become night current. We don't want you to use your students and their flights to get night current.
- Maintenance – we can no longer have Steve sign off on work done at a distance (over a video chat). It now has to be in person.
- Legal is now going through our handbook again. There will be changes.
- Chiefs are laying out a plan of what should be done, each week, in each course.
- We are starting to move forward with using Teams and moving away from Discord
- Side windows – we have had 2 broken in the last week. They are \$600 each. We need to be careful with these. If there is stress on the canopy, and then we have to replace it which costs \$1200.
- There have been lots of cancellations recently. You need to know where your students are, what they will be doing, we just need to be all in. We should have cancellations days. Mindset, skill-set, tool set.
- DMMS is too important not to teach your students.
- Come see a chief you have students on your list that are not your students.
- Great job this semester (Fall 24) with private students. Spring 24 privates have not been so great. They will end up having to go into time building courses to catch up, which shouldn't be happening. We want to know sooner rather than later when students are falling behind.
- State checkers are going to be a lot tougher now.
- Chiefs are asking students in ground school if they have done or learned certain things that the syllabus requires. Students are telling chiefs they aren't learning all the things in the

syllabus. Not following the syllabus can result in an instructor being let go from employment.

- Emergency situations do happen. Please make sure your students review their flows.
- Make sure when students go to towered airports, they know what they are cleared for. Teach them what each clearing is.
- Remember safety is paramount. Get your students done. Please be a team and work hard with your students and others so everyone can succeed.

Price UT CFI meeting

- Safety meeting is mandatory for CFI's and Students.
- When sending a student on a stage check please follow the Stage check checklist. Have the student sign it. Stage checkers please upload the checklist to the ground portion of the stage check.
- We need to step up a notch our quality of instruction. Take your time to teach the correct procedures the first time. The Aviation Instructor Handbook says: "It is essential to understand the dynamics of communication, but the instructor also needs to be **aware** of several barriers to communication that can inhibit learning. The nature of language and the way it is used often lead to misunderstandings. These misunderstandings can be identified by four barriers to effective communication: lack of common experience, confusion between the symbol and the symbolized object, overuse of abstractions, and external factors." (AIH, 2022)
- I need our students to feel our love for aviation, the program and them. Students 1st 2nd and 3rd. Teach this kids to be successful aviators.
- I got this from the FOI chapter 5 The teaching process. "Essential Teaching Skills Four essential skills good teachers have include: 1. People skills 2. Subject matter expertise 3. Assessment skills 4. Management skills" (AIH, 2022)

Private Maneuver – Inflight Fire

Commercial Maneuver – 8's on Pylons

- Reporting time.



Claudio Acosta

Here are the notes from the CFI Meeting 9/3/2024:

- Logan instructors, Brigham instructors invited as well, Title IX training 9/17 @ 10:30 in FL9A. Mandatory training that needs to be completed per USU regulations. Price instructors will need to complete the training via zoom that they set up with the Title IX office.
- Checkrides with Lance, CFI initial only until further notice.
- Please don't forget to let Jensea know when your student completes their EOC.
- DPE Request – when doing a crosswind take off or landing, teach student to have controls set before even starting.
- Glider awareness: They try to keep out of the way of fixed wing, but you need to be aware of the gliders as well. See Richard for maps they gave showing their patterns.
- We have students who are still paying course fees. We are still assigning student blocks, but the student may or may not be on your list. We've just assigned these blocks based on availability. If you don't have as many students as you want, that's probably because your schedule doesn't match the current available blocks.
- Perfect-ING CFI's – We need you fully here while instructing, not one foot in, one foot out. You need to be patient and have grace. Don't get angry or upset all the time – that's not to say you can't be angry or upset, but it should be less and less all the time. Show your students what they should be doing. Do as I do method. If you're not putting in the effort, students won't either. You can show your skill, but in a teaching and inspiring way. We are not long distance teachers, meaning giving homework and not following up. We need to follow up, lift students, don't placate them, give feedback always, even if they do good. There is always room for improvement. Let your students see you striving to be better. A good example is the best gift you can give. Pay it forward. The key to success is small, repeatable actions. Always ask yourself, "What needs to be done?" "How is it going to be done?" You should be pondering these questions even before you meet with students.
- Slow down and tighten up the pattern.
- Aaron's challenge – You need to be doing pre-maneuver check and post maneuver check. Brief the maneuver, trim, aircraft, performance of maneuvers. Take notes so you can debrief. Each maneuver needs to have a clean ending.
- On call – overall, it went smoothly. Just remember, most things can happen during business hours. On call things should be emergencies only: Inputting times if tach and hobbs are wrong, can't ramp in a flight of a student that is not yours. Flights should be requested to Karen 24 hours in advance, especially night flights.
- Chiefs are always in their office from 8:00 – 5:00. Don't wait until 4:55 to request something from a chief.

- Private, there should be a 30 minute or more ground before a flight. Teach them straight and level. Students are waiting for instructors to tell them when to go around. We need to start letting them decide or cue them/ask questions to make them think about when they should be going around instead of you just telling them. If they aren't prepared, send them home and charge them. Hold them accountable and hold them to a standard.
- John Roveri is the chief on call for September.
- September 25 @ 6:00 is the safety meeting.
- Flight blocks – at the beginning of each week, make sure flight blocks have correct lessons in them. If not, talk to a chief. This will help having to correct things at last minute or later.

Here are the notes from the CFI meeting 7/11/2024 in Price:

- The cap doesn't need to be very tight at all. (couldn't hear the first part of this) Watch your stalls. Go around. Pay attention to how fast you are going full throttle. This helps so we don't overspeed the engine.
- Make sure to watch your briefing time. We don't want to charge the kids so much for briefing when their fees cover flights as well. With that being said, if they need additional briefing, then they need additional briefing. Charge them for what you are doing. Correct student's bad behavior of not showing up prepared. If they are not prepared, send them home. You're not getting paid for a student doing weight and balance, except when they are on their first lesson or 2 and they are learning how to do weight and balance. If you have 2 students in front of you for an hour, split it between the two and charge them both a half hour. In their log book, you can put an hour, but just take notes.
- HR 29.5 hour per week rule, week starts Saturday morning to Friday night. Your supervisor is the only one who can approve going over 29.5 hours. It's not a do and then ask forgiveness. This is a verbal warning and anything after this is a written warning. We need to not make it so DOL comes to us.
- Cleaning planes – Where are we with washing planes. We need to be working as a team to help keep planes clean. We need to be taking care of our resources. We are working on hiring someone to clean planes, but until we hire them, you need to help us clean your assigned planes. You can even have your students clean the windows.
- Tell students to apply for jobs so they can learn a lot about the FBO, how the flight school works. It's a lot of experience building.
- If you see something broken on the plane, please just down the plane. Don't call Claudio to see what you should do. Down the plane, make a note in the can. It's Gary responsibility to see what's wrong the plane. It is not your responsibility as an instructor to fix a plane. Gary is the mechanic. Gary needs to see how much the planes are downed and he isn't fixing things. We down the plane and he keeps upping it. If you see the same thing is wrong after a flight, down the plane again and put the can with a note on his desk.
- Employees need to have CFII within 6 months of employment as part of their hiring agreement. You can get your CFII through USU. If you want to do that with us, talk to Joran. If you want to do it through another school, you can do that too. You just need to have your CFII within 6 months
- We don't want to have a lot more custom lessons. It shows how unprofessional we are. If the student unsats with the first lesson, then unsat them. Repeat lessons if they aren't up to par where they should be. If you need to do custom lesson, have a conversation with Claudio. You should be talking to him a lot as it is. We're all learning together. Talk to him and you can both figure out the best way to do the lessons, whether it deserves a repeat or a custom lesson. **BE SURE TO PUT NOTES IN SO WE CAN GO BACK AND REVIEW IF NEEDED.**
- We need to be making more lessons unsat if it's warranted. If they are unsat and struggling, unsat them. Send them home, with love, with homework and don't just keep moving forward. If they are not studying, send them home with love and with homework. This is how the students will finally understand you are serious. If you are flying with someone and it's

taking them 3 or 4 times to pass a lesson, you need to bring it to Claudio's attention so we, as admin, can talk with the student.

- Next semester, plan on Claudio doing more back seating and ramp checks.
- Stage check – turn base to final and not looking to final. They need to check for final. We need to be making checks of runways before turning to final. Radio calls. Autopilot turned on 500 ft above ground. Instructors need to be teaching auto pilot regulations with students. Drill it in their heads. No auto pilot for solos. When doing cross country with instructor, we can teach you auto pilot at that time. Circuit breaker that is there adding power and if for some reason the autopilot disengages and you are pressing the red button and it's not doing anything, show them the circuit breaker.
- When we grab the can before we fly, we are going to say when is the next thousand hours due. We are going to minus the time from the last flight and then we will put that number in the can. So if there is 1.1 hours left, we need to make sure the flight is no more than 1.1 hours. This holds you and your student responsible for making the right decisions.
- AVA Navigate Communicate. Fly the plane first making sure you are safe. Then you make calls. We're navigating then communicating.

Here are the notes from the CFI meeting 7/2/2024:

- Aaron sent out a FlightLogger must do checklist. Please be sure you are doing this. It will help things flow better. We need to follow this checklist now because our insurance required an audit. In this audit, they found lessons labelled "School Flight" and they started questioning exactly what this is. We need to be proactive with our students, planning at least 24 hours in advance. Go through the lesson the night before that you will be doing with your student. Give them homework. Make sure you know exactly what you will be doing. Make sure W&B are filled out completely with the flight lesson, instructor name, student name, practice area, due back time. Just slow down!! Read through this must do checklist in Discord.
- If you are not parked in a T up front, the plane needs to be tied down. If there isn't anyone going on a flight within 20 minutes in the plane you just parked, it needs to be tied down.
- Don't debrief in a plane. That's why we have briefing rooms. This slows down the flow of planes coming in and going out.
- Make sure you are always putting comments in with lessons. This helps us admin when we have to go back and look at flights.
- You are approved to work 40 hours a week, this pay period only (7/1-7/15) If you are wanting to fly with students, but all your students are waiting on checkrides, see Karen and she can put you with someone.
- Energy management and flight training. Aaron has a good powerpoint on this. See Aaron.
- Safety – Please don't ask students to go do things they have never done before. Student pilots have less situational awareness compared to instructors. Keep that in mind. No touch & go's for any solos.
- When a student discontinues a checkride, the DPE fee will be pulled from their account when the payment form is turned in. This is why we need you to go over a student's money with them before flights (at least a day or two before). We will not be adding money to accounts outside of office hours. A student typically has at least 4 days notice for a checkride. That gives them plenty of time to make sure they have enough money in their account. If they get to the checkride, not enough money in the account and outside of office hours for Joran and Jensea, they won't be able to go on the checkride and the DPE can charge the student their fee.
- Start night flights at civil twilight. Don't start 6 minutes before civil twilight or it won't make the night flight valid.
- Parker went through some things in FL. Please see him.
- Please make sure FlightLogger is accurate. You're paper logs in the can are correct, but FL is not matching. Please slow down and get this correct.
- The chief on call is only there for emergencies. Things you should be asking a chief during business hours about are not to be asking the chief on call for:
 - Flying a lesson out of order
 - Airport approvals
 - Grad certs
 - Checkride flights (these should be scheduled when you get notification of the checkride)
 - Changing flights or airplanes
 - IACRA
 - Putting in additional lessons
 - Adding money to a student's account
 - Moving flights
- We've asked you to slow down for the last 8 months. We've asked you to plan ahead the last 5 months. Please do this.
- Why do we have instructors if the chiefs have to do your job?
- Check your students' FL account the night before to see what they are missing.
- Stage Checks – make sure signatures are where they are supposed to be. Sign logbooks, go over them with your students. When doing a x-ctry, destination and arrival airport should be the same. Please put ground briefing in the logbook.



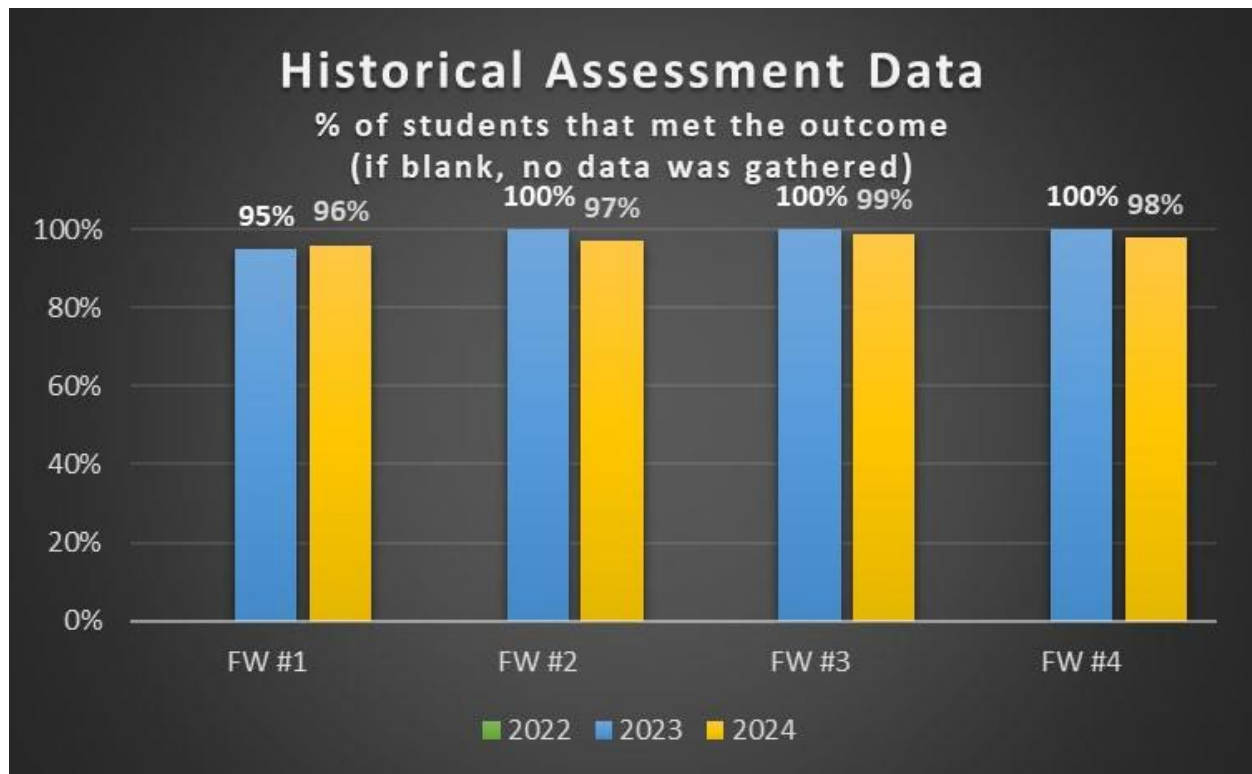
AVTE ASSESSMENTS

6/5/2024

Aaron,

I have reviewed the 2023-2024 assessment data for the Professional Pilot – Fixed-Wing (BS) program and would like to provide some feedback.

- 1) From 2023 to 2024, the integration of outcomes into Canvas improved significantly, rising from 43% to 76%. This remarkable increase directly results from faculty effectively utilizing the new assessment tools.
- 2) Below is the data showing the percentage of students meeting the established outcomes for your program from 2023 to 2024. The percentage of students meeting the outcome standards has remained consistent over the past two years. **Note:** No data was collected for 2022.



- 3) Improvement recommendations:

- a) Embed the outcomes into Canvas for the following courses: AV 2350, AV 3120, AV 3400, AV 3740, AV 5300, and AV 5420. These listed courses are not being assessed. Please work with the following faculty members to address these issues:

- i) Parker Richards (AV 2350)
- ii) Amy Monson (AV 3120)
- iii) Brandon Parish (AV 3400)
- iv) Aaron Dyches (AV 3740 & AV 5300)
- v) Parry Winder (AV 5420)

If you have any questions about this feedback, don't hesitate to get in touch with me. Please know I am available to help with assessment training.

Aaron M. Whittle

Aaron Whittle
AVTE Assessment Reviewer

The following are the notes from the CFI Meeting on 6/4/2024:

- Discovery flights need to be logged and a certificate given.
- If a student has extra money to fly off after a checkride, they need to fly it off or forfeit the money (Joran can help with this). They cannot gift it to the instructor. You are a state employee and that is considered a bribe.
- No CFI's or DPE's hanging out behind the dispatch desk. You can go back there to get what you need, but don't sit at the desk, don't sit on the counter, no hanging out back there. This will let our dispatchers have the room needed to do their job.
- If a CFI is sick – if you are sick and you put a message out in Discord asking for flight coverage, you need to follow up to make sure the flight is actually covered. We have CFI's who put the message out there and then don't think a thing about it again. There is no follow up. If you don't get a response for the flight coverage within an hour, stop what you're doing and start calling around to other instructors. Put the effort in to getting someone to cover your flight.
- All flights to Heber now need authorization to go. They are charging \$9 for fuel and \$4 for each time you land. Starting today, if you are going to go, you need pre-authorization from a chief and to at least pre-pay for the landings you will be doing. If you get there and weather is not good, we will make not of the pre-pay made in the students account and you will be able to fly to Heber on another day when weather is good.
- Open activities – we will continue to ground all students who have open activities. Please make sure your students close their activities. Blue is bad. Green means you can move forward with lessons.
- Don't carry over more than 2 items on a flight. If you didn't finish 6 of the items on the flight, then set up a repetition flight to complete everything else. But DO NOT carry over more than 2 items.
- Please make sure you are putting comments in the students' accounts. We use these comments when campus comes to us with questions, when parents call to complain that we aren't flying with their child. If you put in the notes, then we have the proof that you are actually attempting to fly with the student. If there are no notes, we have to take the student's word on everything. Just cover your butt and put in notes.
- Mental health issues – we had a mental health issue over the weekend. If you are flying with a student and you are concerned about their mental well being, please talk to Aaron with the student. You can also go to Aaron alone if you have a concern about your student. Pay attention to your students and how they are acting.
- Brigham City is not mid July to get internet hooked up and working.
- We are re-assigning students to instructors. Just giving you a heads up.
- We have so much faith in you as instructors. Tow the line. Teach students correctly. Slow down. You're some of the best trained instructors we know. Human nature is to take the path of least resistance. Don't follow human nature. Don't let your students follow human nature. Call them out if they are trying to take the easy way out of things.

Stage Checks and Checkrides

- SC2 private – on flight, there is no emergency procedure. We can't change the lesson, but we will probably add in there, "emergency procedure, pick one."
- When sending a SC recheck student, please make sure that can actually do the items to standard that they failed on previously.
- Instrument stage 3 – make sure they know how methodology works.

- Don't complete incomplete items in FlightLogger on the previous activity they failed on. Do a new activity and complete the items there.
- If you are worried about an incomplete grade after your student has failed or discontinued a checkride, go see a chief. Remind your students, they are PIC when doing a checkride so they need to make the best decision for them to succeed.
- Jensea will be sending out a message in FlightLogger either Thursday or Friday, only to instructors, that will need a sign off. This is in regards to checkride procedures. If you can't get out the door and you don't know why because you have nothing in red, it's more than likely because you haven't signed off on this message. Make sure to read it and sign it off.
- Down an aircraft if it needs to be downed. Don't give the can to another instructor saying, "this is the know issues, but it's not that big of a deal. I don't want to down a plane and take it out of rotation." It's not your call to make on what should be downed and what shouldn't be downed. Stay away from stupid, quick stuff.
- Remember, whatever device you start an activity on in Flightlogger, you have to finish on that device.
- We're not a pilot mill. We don't make pilots. We train people to be pilots. It's up to you to be an example of a professional pilot to those you are training.
- We need to change our perspective on noise complaints we get from the community. Yes, we understand that we are training pilots and why should we change how we do training just because of one or two people in the community. Noise bothers others than just those who complain. For more on this, see Richard. Just remember the following:
 - We don't want to have to start paying fines like airports do for noise issues.
 - We have had threats and we don't want to have more of them if we can avoid it. – Jensea can give you an example of this.
 - Don't do maneuvers over towns
 - Don't use the same reference for maneuvers twice
 - Be especially cautious with eights on pylons

These are the notes from the CFI meeting on 5/7/2024

- When filling at different airports, please use the fuel cards in the can and not the card on file with the airport. If they airport has a card on file, please still use the card for your specific aircraft out of the can.
- KSGU – They have requested you please let them know you are from USU and filling up at self serve. This allows them to wave the fueling fees.
- We are discontinuing continuing ed for CFII and MEI. See Joran to get this started if you need to. You will see her to add more money to your account as you go. There will be no semester timeline. This is only for you as an employee. When you are taking a checkride, you will have to pay out of pocket.
- Summer semester is starting. We want you to make sure you're finishing your students from the previous semester and not putting them on the back burner just because they have an I period to complete their course. You CANNOT DO admin cancels anymore in FL. We are changing the cancel types in FL, so admin is not an option. If you cancel for weather, we need more information than just "bad weather". Where were you supposed to go that it was bad weather? Was it bad weather here in Logan and you couldn't fly? If you hit space bar and enter, you will be fired. If it requires a comment, put in a comment. If you don't put any comments, you're showing us you are not part of the team and you will be gone. Don't put generic information. Be detailed. Do custom lessons for "homework" so we know you are still working with your student. The university is wondering why our students aren't getting done. We have one student who gets done and they want to know why the others couldn't get done. We have a lot of students who started in fall, needed the incomplete, but then didn't fly from the end of the semester until March. Why? When you have students in the previous semester, you still need to finish these students in their courses. Students don't like to put in the effort after the semester is over until the last possible minute. Be on them to get done before the last minute so they can actually finish. Let us know what's going on with your students. If they're not active, lets move them to standby.
 - We are changing how many students the instructors will have. If you are Part time, you will have 5 students. If you are full time, you will have 7 students. If you are part time and stage instructor, you will have 4 students. Full time and a stage checker, you will have 6 students.
- Stage Checkers – blocks have been given to Karen. She will look at the schedule when she gets a request, she will look at the blocks for the next available date and schedule that way.
- If you have a student who isn't progressing, bring them to the chief to address the issues. Don't just keep texting them and assume that's enough.
- SC'ers – if you have more time in your schedule, let us know. We will fill that time for you with SC's. If we don't need time you give us, we will give it back to you to help other instructors.
- Sc's are scheduled for 5 hours. 2 hours for ground, hours break, 2 flight. If you need more time for ground of flight, you will have that with less of a break time.
- We are probably within days of getting Brigham City approved by the FAA. When we hire for Brigham, the job will specifically be for Brigham and not Logan.
- Slow down, do it right, submit things properly.
- Aviation 101 video – watch the cross country video. Worth your time.
- SC – teach turning stalls. Please teach auto pilot. Go over instruments ACS. Program avionics.
- Checkrides – Tom and Mike are not options. Mike has said he isn't coming up here anymore. Tom only comes here or offers us checkrides to fly up to him when he isn't busy

with his area. When he gives us days where we can fly to him, Jensea will reach out to instructors in Discord. When filling out the Checkride request online, please don't choose Tom or Mike as an option. Lance is only to be used for CFI initial checkrides until we get other DPE's checked out to do CFI initial. Please remember we have policies in place to help students finish their checkrides without having to redo EOC's. Do not go up to any DPE and ask them for a checkride. Every DPE except Lance schedules with Jensea, so there is no reason for you to ask them...we don't care if you are BFF's with them. Please follow the procedures we have in line. If you have a better idea for checkrides, come talk to us (chiefs or Jensea). We're willing to listen to ideas.

- ACS change goes into play 6/1. CFI initial now has ACS.
- Record what we are doing. Put notes in the comments. Do everything you can so parents, students and campus aren't yelling at us.
- If you have a student in a "2nd attempt" course, this is their final attempt. Please help them.
- True air speed – you have to be able to be able to back it up. Your student will need to explain how they got the number they did.
- Discovery flights – log as dual given. In your logbook, write down the name of the person you flew with. Discovery flights do count as your part of your 8 hours.
- You all did good making adjustments needed during runway closures.
- 10-28 – remember, no landing practice when using 10-28 for take off.
- With airport runway closures, please left logan to fly other places. It was nice and quiet with no issues. No complaints from students having to go to other areas. Now you know you can practice in other areas. Get away from here and only come back to land.
- Are you all teaching DMMS? Teach them. Tow the professional line



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

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 manger 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 utmost 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 curriculum 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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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.