MEMO

From: Prof. Michael Splitt, Chair, COA Online Programs and MS Dr. Brooke Wheeler, COA Division Director for Undergraduate Studies

Thru: Dr. Ulleen Jones, Interim Dean Committee

To: Dr. Mark Archambault, Chair, Undergraduate Curriculum Committee

Subject: Aviation Management (BA, Online) Q-course change

15 October 2019

The College of Aeronautics is requesting a change for the designated Q-course for the online Aviation Management BA degree program. Currently AVM 4502 Aviation Business Simulation (Q) is the listed Q-course for the degree program and the COA would like to have this changed to AVT 4002 Aviation Research (Q).

- AVM 4502 Aviation Business simulation has not been offered online for several years with no plans for an online offering in the future.
- AVT 4002 has been used for several years as a suitable substitute for students in the Aviation Management BA online program. Note that some students in the on-campus Aviation Management degree program opt to take the on-campus AVT 4002 as an approved substitute for their Q-course requirement.
- This change will not impact Assessment for the degree program.
The addition or removal of any graduation requirement in a major or minor requires that this form, accompanied by supporting documentation, be completed and approved as indicated below. Incomplete or incorrect forms will not be processed.

COLLEGE: Aeronautics

DEPARTMENT: 

DEGREE LEVEL: B.A.

PROGRAM TITLE: Aviation Management - Online

TO BE INITIATED WITH CATALOG YEAR: 2020

CHANGE REQUESTED FOR:  

☐ major program  ☐ minor program  7232

Program changes are effective beginning with the fall term in which they appear in the University Catalog.

☐ Yes  ☐ No  Will this change impact the program’s assessment process? If yes, attach a description of how the assessment will be impacted and the new process.

DESCRIPTION OF REQUESTED CHANGES: Attach a more detailed description and any supporting documentation.

The current curriculum for the Aviation Management B.A. online program includes AVM 4502 Aviation Business Simulation (Q) as the Q-course, which is no longer being offered. As the College of Aeronautics has been having students fulfill their Q-course requirement by substituting AVT 4002 Aviation Research (Q), the College of Aeronautics is requesting that AVT 4002 replace AVM 4502 in this program.

Approvals: On completion of appropriate department approvals, submit form to Chair, Graduate Council, or Chair, Undergraduate Curriculum Committee, for approval below and forward to the Catalog & Curriculum Manager.

Brooke Wilson  10/11/2019

Originator

Date

Chair, Graduate Council

Date

OR

10/11/2019

Department Head / Major Program Chair

Date

Chairs, Undergraduate Curriculum Committee

Date

10/11/2019

Department Head / Minor Program Chair

Date

Registrar's Use Only

☐ Yes  ☐ No  Update completed  Date  Initials

CAPP / Degree Evaluation  Academic Year

☐ Yes  ☐ No  Update completed  Date

Catalog Management System  Academic Year

☐ Yes  ☐ No  Update completed  Date

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RGR-409-519
MEMO

From: Dr. Ulreen Jones, Interim Dean
To: Dr. Mark Archambault, Chair, Undergraduate Curriculum Committee
Subject: CGR Aircraft Dispatcher Undergraduate Certificate

15 October 2019

Aircraft Dispatcher Undergraduate Certificate Program Plan Update
The current dispatch certificate program offered by Florida Tech’s College of Aeronautics is a 22 credit hour program that was intended for completion in two semesters. While this program plan meets the guidelines for FAA certification, the quality of the candidates graduating from this program would be strengthened through the inclusion of three additional academic courses: AHF 3101, Introduction to Human Factors, AVT 4301, Aviation Safety, and AVF 4090 Special topics.

AHF 3101, Introduction to Human Factors covers a wide range of topics including the principles of aviation human factors. These principles illuminate the reasons for rest rules, and provide an understanding of pilot workload and other human factors dispatchers need to consider during day-to-day operations. Knowledge of aviation human factors may assist dispatchers in determining flight plans that are appropriate not only when aircraft systems malfunctions arise or in poor weather conditions, but that are also appropriate for other issues that may arise with flight crew.

In addition to exploring the historical roots of safety organizations and their responsibilities for safe air operations, AVT 4301, Aviation Safety also closely examines aviation safety planning and root causes of aviation incidents and accidents such as the importance of good communication between personnel on the ground and in the air. The knowledge base provided by this course will enhance dispatchers understanding of safety hazards and guide them towards the best operational decisions when communicating with flight crew.

The course AVF 4090, Special topics in flight, is designed to provide additional preparation and tutoring, in preparation for the dispatch certificate examination.
These three additional courses will increase the program credit hours to 30.

**Aircraft Dispatcher Undergraduate Certificate**  
(changes in **bold underline**)

**Curriculum (30 credit hours)**
- AVT 1001 Aeronautics 1 (3 credits)
- AVS 1201 Aviation Meteorology (3 credits)
- **AHF 3101 Introduction to Human Factors** (3 credits)
- AVT 2001 Aeronautics 3 (3 credits)
- AVS 3201 Aviation Meteorology 2 (3 credits)
- AVT 1002 Aeronautics 2 (3 credits)
- AVT 3203 Air Traffic Control 1 (3 credits)
- AVT 4203 Airline Operations (4 credits)
- **AVT 4301 Aviation Safety** (3 credits)
- **AVF 4090 Special Topics** (2 credits)
The addition or removal of any graduation requirement in a major or minor requires that this form, accompanied by supporting documentation, be completed and approved as indicated below. Incomplete or incorrect forms will not be processed.

**COLLEGE** College of Aeronautics  
**DEPARTMENT** College of Aeronautics

**DEGREE LEVEL** none (undergraduate certificate)  
**PROGRAM TITLE** Aircraft Dispatcher Undergraduate Certificate

**TO BE INITIATED WITH CATALOG YEAR** 2020/2021  
**CHANGE REQUESTED FOR** □ major program  □ minor program 7001

Program changes are effective beginning with the fall term in which they appear in the University Catalog.

☐ Yes  ☐ No Will this change impact the program’s assessment process? If yes, attach a description of how the assessment will be impacted and the new process.

**DESCRIPTION OF REQUESTED CHANGES** Attach a more detailed description and any supporting documentation

The following courses will be added to the certificate program, bringing the certificate from 22 to 30 credit hours:

- AHF 3101 Introduction to Human Factors (3cr)
- AVT 4301 Aviation Safety (3cr)
- AVF 4090 Special Topics (2cr)

**Approvals:** On completion of appropriate department approvals, submit form to Chair, Graduate Council, or Chair, Undergraduate Curriculum Committee, for approval below and forward to the Catalog & Curriculum Manager.

**Origination**  
**Date** 10/11/19

**Department Head / Major Program Chair**  
**Date** 10/11/19

**Department Head / Minor Program Chair**  
**Date** 10/14/19

**Registrar’s Use Only**

- CAPP / Degree Evaluation  
  - Academic Year  
  - □ Yes  □ No Update completed _______ Date _______ Initials _______

- Catalog Management System  
  - Academic Year  
  - □ Yes  □ No Update completed _______ Date _______ Initials _______

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RGR-400-519