

BOARD OF DIRECTORS ANNUAL MEETING AGENDA

December 12, 2023

- | | |
|--------------------------------------------------------------------------------|--------------------------------------------|
| Call to Order | Jim Hall |
| 1. Approval of September 22 Meeting Minutes (page 3) | Jim Hall |
| 2. Finance | Jared Britt |
| 2.1. Balance Sheet (page 9) | |
| 2.2. Budget vs. Actual (page 10) | |
| 3. Operations | Crystal Maguire |
| 3.1. Association Management System | |
| 3.2. Board nominations—open February | |
| 3.3. ATEC Academy (page 12) | |
| 3.4. Pipeline Report | |
| 3.5. Educator and Student of the Year , nominations due Feb. 1 | |
| 4. Legislative | Jared Britt |
| 4.1. Fly-In Sept. 17-19, 2024 | |
| 4.2. Priorities development | |
| 5. Regulatory | Sean Gallagan |
| 5.1. Access to testing | |
| 5.1.1. ODA policy expected this month | |
| 5.1.2. Designee qualification and limitations | |
| 5.2. Regular meetings with airman testing | |
| 5.3. STEM classification for aviation CIP codes | |
| 5.4. ACS working group meeting—Jan. 10 | |
| 6. Choose Aerospace | Crystal Maguire
and Kelly Filgo |
| 6.1. Enrollments: 33 schools; 404 students | |
| 6.2. Applicants for 23-24: seven schools | |
| 6.3. Scholarship—applications due Feb. 15 | |
| 6.4. Equipment list and instructor guide development | |
| 7. Membership | James Smith |
| 7.1. AMTS: 156 [history: 154 ('22) 130 ('19) 111 ('16)] | |
| 7.2. Market share 80% [last year high: 81%] | |
| 7.3. Industry & Academic: 98 [history: 84 ('22) 63 ('19) 33 ('16)] | |
| 7.4. Renewal rate: 91% (21 non-renewals, 7 of those AMTS) | |
| 7.5. 2023 new and returning members: 31 (8 of those AMTS) | |

8. Annual Conference

Crystal Maguire

8.1. Tucson March 17-20, 2024 (page 17)

8.2. [Book hotel](#)

8.3. [Call for presentations](#)

8.4. Future locations: Norfolk, Portland, Miami, Tulsa

9. Old Business

James Hall

10. Good of the Order

James Hall

10.1. March 17, 2024 @ the ATEC Conference in Tucson

10.2. June 18, 2024 @ 11 AM CT

11. Adjourn

James Hall

**AVIATION TECHNICIAN EDUCATION COUNCIL
BOARD OF DIRECTORS MEETING MINUTES**

September 22, 2023

The Aviation Technician Education Council held its quarterly board meeting in Alexandria, VA. Those in attendance included—

Attended	First	Last	ATEC Title	Company
X	Jared	Britt	Treasurer	Southern Utah University
X	Kelly	Filgo	Director	Texas State Technical College
X	Sean	Gallagan	Director	Aviation Workforce Solutions
X	Jim	Hall	President	WSU Tech
X	Mark	Holloway	Director	Aviation Institute of Maintenance
X	Gary	Hoyle	Past President	Pittsburgh Institute of Aeronautics
X	Karen	Johnson	Vice President	Southern Illinois University
X	Crystal	Maguire	Exec Director	ATEC
X	Daniel	Phillips	Director	Metro Nashville Public Schools
O	Kim	Pritchard	Director	Zipline
X	Tarra	Ruttman	Ops Manager	ATEC
X	Michael	Sasso	Director	Cape Cod Community College
O	Luke	Solomon	Director	Gulfstream Aerospace
X	Kent	Stauffer	Director	Constant Aviation
X	Sheryl	Oxley	Director	Tulsa Tech
X	Scott	Sykes	Director	US Aviation
X	Greg	Emerson	Director	American Airlines
X	Suzanne	Markle	Director	Pittsburgh Institute of Aeronautics
O	James	Smith	Director	Marshall University
X	Michael	Evans	Guest	Tulsa Tech
X	Rob	Cush	Guest	AMFA
X	Chase	Beasley	Guest	American Airlines
X	Jeff	Strong	Guest	Avotek
X	David	Jones	Guest	Avotek
X	Theresa	Pinkston	Guest	Tulsa Tech
X	Stormy	Sykes	Guest	US Aviation

X = Present; O = Not Present

ATEC president J. Hall called the meeting to order at 8:05 am CT in Alexandria, VA.

A motion was made by S. Markle and seconded by M. Sasso to accept the June 22, 2023 meeting minutes. The motion passed without objection.

Operations

C. Maguire gave the operations report.

Director elections are typically done at the September meeting but because there are no open positions, no nominations were accepted. Since K. Filgo will no longer be a representative of a part 147 school starting this fall when he expects to accept an offer from Choose Aerospace, there will be an AMTS director spot opening up. Directors were asked to consider director candidates; nominations will open this spring for election next fall. The nominating committee currently consist of D. Jones, L. Solomon, and B. Adams. K. Filgo also volunteered to serve on the nominating committee.

A one-year contract was signed with Oliver Wyman to assist with the Pipeline Report. Oliver Wyman have provided a draft report and C. Maguire is reviewing and providing analysis. This year's report will publish in the fall, and we will aim to have it published at the Fly-in in the future.

T. Ruttman gave a report out on the research for a new CMS. Several options were demo'd over the last several months and her recommendation is to use Novi AMS which is an association management system that was created by a trade association specifically for trade associations. The product will offer a new website, two-way integration with QuickBooks and Constant Contact, personalized member profiles that will supplement the annual survey, event registration and sponsorships, mapping capabilities, etc. The hope is that the investment will greatly reduce the manual administration for events, membership renewals, and creation of the member directory.

A motion was made by K. Filgo and seconded by S. Sykes to adopt an AMS. The motion passed without opposition.

A motion was made by S. Sykes and seconded by S. Gallagan to contract with Novi AMS. The motion passed without opposition.

C. Maguire, M. Sasso, and K. Filgo presented recommended next steps for the ATEC Academy. The Academy would primarily provide training for new A&P instructors that have industry experience but are not educators. The walk away rate for instructors is high because they feel unprepared and overwhelmed. While ATEC may have to subsidize the course in the beginning, the goal would be to break even.

Sean Glassberg has years of experience training teachers and currently provides training for AIM and is known in aviation technical circles. Sean has submitted a proposed agenda and contract for running the inaugural ATEC Academy course. The proposed agenda outlines a three-month course including an in-person "kick-off" to take place on the Saturday and Sunday prior to the annual conference followed by weekly assignments and web-based calls.

ATEC would heavily leverage community member expertise and call on long-time instructors to become course "facilitators." Duties would include attending the in-person training and webinars and acting as subjects for trainee interviews. The proposed ATEC budget provides for stipends for ATEC Academy Facilitators. S. Oxley and M. Evans

volunteer to participate. There was discussion around how often we would offer the academy, whether it should always have an in-person portion or whether it should be offered fully virtual as well, registration costs, and whether schools would be willing to invest for their instructors. T. Pinkston from has a lot of experience with teacher training within their program at Tulsa Tech and said that the proposed agenda has all the content that would be necessary and has also worked with S. Glassberg and had a positive experience. There was also discussion around getting the training approved for college credit.

It was decided the training registration would be separate from the conference registration and would have a member and non-member rate. There was discussion around the proposed contract with S. Glassberg, the board asked that negotiations address ATEC's interest in owning the content developed for the course.

Directors recognized the instructor training manual published by Avotek as an additional resource that training facilitators should consider. Several board members voiced their willingness to send instructors and the challenge posed for in-person training or training with a heavy work load. K. Johnson suggested a trial run with existing instructors to verify the validity of the content as well as allowing program directors to attend for free for the first year to give them the opportunity to vet the process There was discussion around the cost of the registration rates versus expenses and how to ensure that there would be a break-even.

A motion was made by S. Sykes to do a trial run at the conference and make amendments as needed.

There was an amendment to the motion by Jim Hall that ATEC budget \$15,000 of expenses to cover costs of it as needed. The motion was seconded by S. Oxley. The motion passed without opposition via a roll call vote.

J. Hall proposes that there be a committee for support of the implementation of the academy. K. Filgo, M. Sasso, and T. Pinkston volunteer to participate.

Finance

C. Maguire gave the finance report.

The balance sheet reflects low cash flow, typical this time of year. Given low expenses through the summer months, we do not anticipate having to dip into reserves through fiscal year end. There is enough cash in the bank to cover expenses until membership renewals start in October.

Accounts receivable is higher than usual mostly due to the \$50,000 we've invoiced for the 2024 conference sponsorship.

The budget vs actual report reflects higher than anticipated exhibitor income given the push for early registrations and plan to increase exhibitor fees on October 1. Fly-in

registrations were lower than the year previous, directors expect that is due to the high attendance last year given lobbying efforts surrounding the new part 147. Even with lower registration, we met our aggressive sponsorship targets.

Bottom line is we expect to come over budget on income and under budget for expenses. That surplus will allow us to make a capital investment in the association management system and still hit our revenue target of around \$13,000.

For the proposed 2024 budget, leadership conference shows an increase in exhibit fees to account for the registration cost increase as well as bringing over money from the employer link since we are no longer having it. The budget keeps the registrations and sponsorships budgets the same. We adjusted fly-in registration down and sponsorships up to reflect from this year. The ATEC Academy has a \$15k line item that we may not be able to hit. There is an increased revenue of \$75 budgeted for 2024 over what we had in 2023.

Changes to the expenses include an addition of \$8k for the AMS, an increase in legal due to legal work surrounding ATEC academy (this work will be done under Maguire Law as opposed to inclusion in the management agreement which specifically says it's not for legal work), an increase in the management fee which is based off revenue for the previous year, an increase in comms support since we have a contracted comms person, Kristen, who has been helping with content, social media, website, etc. The Choose aerospace contract will lapse today and the \$20k expense will drop off. The conference expenses aren't going down in Tucson after Chicago like was originally expected. There was discussion around the value of the conference and whether or not we should plan for an increase in registrations since the new rule has been implemented.

A motion was made by K. Filgo and seconded by S. Markle to accept the 2024 budget. The motion was accepted without opposition.

Legislative

Fly-in debrief. S. Markle suggests having a session at the conference to talk about the fly-in, what to expect, and the benefits. J. Britt volunteers to lead that session. There was also discussion around creating videos about membership benefits, legislative priorities, and a legislative "What Have We Done For You Lately", to send out to the membership and put up on the website. The board discusses the content from day one of the fly-in and whether or not it is also beneficial to industry. M. Sasso suggests having a session from an industry partner's point of view. There was also discussion around having a more in-depth session on the legislative priorities to help members feel better prepared for their meetings on the hill. The board had only positive feedback for the congressional scheduling and agreed that it's a necessary expense for future Fly-ins.

T. Ruttman reported out on planning for 2024. She visited the Teamsters headquarters as well as several hotel options. Other reception and meeting site possibilities include the visitors center at the capitol, the Capitol Hill Club, American Airlines, and A4A.

Regulatory

Crystal is pushing the FAA to reengage the ACS working group and will continue to follow up on the ODA policy publication. We will also follow up with FAA testing standards to request a follow up meeting to discuss continued testing transition issues.

Membership

Membership numbers are once again at an all-time high. So far in 2023, there was a 91% renewal rate and 25 new members.

The board discussed and considered a possible dues increase, which it agreed to revisit after deployment of the new association management system,

Choose Aerospace

Choose Aerospace will have around 800 students this academic year and 27 schools. The draft exchange agreement will take the place of the existing management agreement. The exchange agreement includes cross marketing, extension of the ATEC member discount to Choose Aerospace instructors that want to attend the annual conference, facilitation of the ATEC credential for students completing the Choose Aerospace curriculum, continued administration of the scholarship program, and joint development of ATEC academy.

M. Sasso suggests creation of a startup kit and more marketing materials for schools, and a session at the conference on Choose Aerospace outlining how 147 schools can accept credit for the general curriculum.

A motion was made by S. Sykes and seconded by M. Sasso for ATEC to enter into the exchange agreement with Choose Aerospace. Crystal will work with J. Hall and R. Goertzen to get it signed.

Annual Conference

The board discussed potential locations for the 2025 conference including Norfolk which would be supported by AIM with Piedmont or PSA as target presenting sponsors.

Miami is also an option with several sponsorship possibilities including AAR, FEAM and Bombardier and would likely need to be hosted at a conference venue or hotel.

Other options include Portland, Boston, and Tulsa. The management team will continue to do research on potential sponsors and come to the December meeting with a final proposal.

There being no new, or other business to discuss, the president adjourned the meeting at 11:45am.

**AVIATION TECHNICIAN EDUCATION COUNCIL
BOARD OF DIRECTORS EXECUTIVE COMMITTEE MEETING MINUTES**

November 27, 2023

Attended	First	Last	ATEC Title	Company
X	Jared	Britt	Treasurer	Southern Utah University
X	Jim	Hall	President	WSU Tech
X	Gary	Hoyle	Past President	Pittsburgh Institute of Aeronautics
X	Karen	Johnson	Vice President	Southern Illinois University
X	Crystal	Maguire	Exec Director	ATEC
X	Tarra	Ruttman	Ops Manager	ATEC

The executive committee convened via GoToMeeting for its regular monthly call at 2:30 CT.

President James Hall called a formal meeting to order to consider extension of the current management agreement, which expired by its terms on September 23.

The executive team reviewed and voted to approve an extension of the management agreement with Crystal Maguire, without any lapse having occurred. A copy of the signed agreement is included as an attachment to these meeting minutes.

The meeting adjourned for purposes of the agreement extension review at 3:30 CT.



Aviation Technician Education Council

Balance Sheet As of December 11, 2023

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Bank of America - Checking	40,385.02
Bank of America - Savings	100,148.14
Total Bank Accounts	\$140,533.16
Accounts Receivable	
Accounts Receivable	145,445.00
Total Accounts Receivable	\$145,445.00
Other Current Assets	
Undeposited Funds	1,785.00
Total Other Current Assets	\$1,785.00
Total Current Assets	\$287,763.16
TOTAL ASSETS	\$287,763.16
LIABILITIES AND EQUITY	
Liabilities	
Total Liabilities	
Equity	
Net Assets	180,006.66
Net Income	107,756.50
Total Equity	\$287,763.16
TOTAL LIABILITIES AND EQUITY	\$287,763.16

Aviation Technician Education Council

Budget vs. Actuals: Budget_FY24_P&L - FY24 P&L

October 2023 - September 2024

	TOTAL		
	ACTUAL	BUDGET	% OF BUDGET
Income			
Conference Income			
Annual Conference Income			
Exhibitor Income	16,000	50,000	32.00 %
Registration Income		110,000	
Sponsorship Income	9,000	110,000	8.00 %
Total Annual Conference Income	25,000	270,000	9.00 %
Legislative Fly-In Income			
Registration Income - Fly-In		15,000	
Sponsorship Income - Fly-In		17,000	
Total Legislative Fly-In Income		32,000	
Total Conference Income	25,000	302,000	8.00 %
Membership Income			
Academic Membership Income	13,800	20,000	69.00 %
AMTS Membership Income	94,800	95,000	100.00 %
Industry Membership Income	38,400	40,000	96.00 %
Total Membership Income	147,000	155,000	95.00 %
Program Services Income			
Advertising Income	2,300	10,000	23.00 %
ATEC Academy		15,000	
Other Income	2	5,000	0.00 %
Total Program Services Income	2,302	30,000	8.00 %
Total Income	\$174,302	\$487,000	36.00 %
GROSS PROFIT	\$174,302	\$487,000	36.00 %
Expenses			
Administrative Expenses			
Business Expenses			
Awards		3,000	
Copying and Printing		8,000	
Dues and Subscriptions	1,202	20,000	6.00 %
Insurance		3,000	
Office Expense and Supplies	88	1,000	9.00 %
Postage and Delivery		500	
Telephone and Wifi	450	1,800	25.00 %
Total Business Expenses	1,739	37,300	5.00 %
Fees			
Bank Service Charge	30	200	15.00 %
Credit Card Fees	2,062	7,000	29.00 %
Total Fees	2,092	7,200	29.00 %
Professional Fees			
Accounting	250	1,000	
Communications	1,580	15,000	11.00 %

Aviation Technician Education Council

Budget vs. Actuals: Budget_FY24_P&L - FY24 P&L

October 2023 - September 2024

	TOTAL		% OF BUDGET
	ACTUAL	BUDGET	
Graphics & Design	4,718	15,000	31.00 %
Legal		3,000	
Legislative		10,000	
Management	48,750	195,000	25.00 %
Training Consultants		15,000	
Total Professional Fees	55,298	254,000	22.00 %
Travel Expense			
Lodging	375	3,500	11.00 %
Meals and Entertainment	68	2,500	3.00 %
Transportation	123	9,500	1.00 %
Total Travel Expense	566	15,500	4.00 %
Total Administrative Expenses	59,696	314,000	19.00 %
Conferences Expense			
Annual Conference Expenses			
Audio Visual		3,000	
Copying and Printing		10,000	
Facility Cost		30,000	
Food and Beverage	2,910	80,000	4.00 %
Transportation	1,539	20,000	8.00 %
Travel		4,000	
Total Annual Conference Expenses	4,449	147,000	3.00 %
Annual Legislative Fly-In			
Copying and Printing		3,000	
Food and Beverage		10,000	
Travel		3,000	
Total Annual Legislative Fly-In		16,000	
Total Conferences Expense	4,449	163,000	3.00 %
Total Expenses	\$64,145	\$477,000	13.00 %
NET OPERATING INCOME	\$110,157	\$10,000	1,102.00 %
NET INCOME	\$110,157	\$10,000	1,102.00 %

ATEC Academy
Professional Development for New Educators Course

About the Course

New faculty are recruited annually by universities, community colleges, and trade schools nationwide. A significant number of these educators transition directly from industry, arriving on campus with minimal or no prior teaching experience. Unfortunately, many institutions do not have the resources available to adequately train these instructors or lack orientation programs that specifically address teaching methodologies and best practices. Consequently, new instructors often find themselves unprepared for the challenges of teaching and must learn on the job.

To assist your recently appointed instructors to overcome challenges they'll encounter in the classroom, ATEC has launched the ATEC Academy. The Academy's inaugural professional development course will kick off the weekend prior to the ATEC Annual Conference in Tucson, Arizona, and then seamlessly transition to a virtual environment throughout the spring of 2024, culminating in a safe landing in June 2024.

This three-month course is designed to provide comprehensive training in active teaching strategies, student behavior management, assessment and evaluation methods, lesson planning, and current trends in higher education, with a specific focus on teaching technology. ATEC has reached out to its community of master teachers and is proud to welcome several of our finest to act as course facilitators—these individuals bring more than 100 years of aviation maintenance technician school teaching experience to aid the learning experience.

Trainees will benefit from the face-to-face two-day session and subsequent virtual classes. In addition to class attendance, instructors will engage in assignments tailored to enhance their teaching skills and interactions with students. Recognizing the significant investments made by aviation maintenance programs in their instructor hiring practices, this immersive approach aims to improve student and instructor retention and persistence rates. Leverage the ATEC Academy to provide your new instructors with a clear runway to success!

Register early, seats are limited.

ATEC Member Early Bird Rate: \$750

ATEC Member after Feb. 1: \$950

Non-Members: \$1,500

ATEC Academy
Professional Development for New Educators Course

About the Instructors

Sean J Glassberg, Lead Facilitator

Sean has over twenty-eight years of academic and professional experience, ranging from teaching English and serving as a Director of Faculty Development, New Faculty Institute Director and Instructional Designer at community and technical colleges and universities to training industry and technical professionals to become educators. Born into a family of educators - his father, grandfather, and grandmother are retired teachers, and his brother, sister, sister-in-law and wife are all teachers – Sean possesses a solid foundation of best teaching practices, and his Master's degree in Special Education and work with children with disabilities have enabled Sean to respond to the wide spectrum of learners in our classrooms. His firm, Educator Training & Consulting, was established in 2003 and has been contracted to deliver faculty-training sessions at community and technical colleges across the United States. He provides instructor training at aviation maintenance schools and works with major airlines in an effort to improve the training of aviation industry employees.

Michael Sasso

Michael is a second-generation A&P mechanic who grew up in New York City where his father spent 20 years working as an A&P for Pan American Airways. His aviation journey started working with his dad at the age of 14, helping to clean aircraft at Pan Am while attending Aviation High School in New York. Michael went on graduate from Spartan School of Aeronautics in Tulsa, OK. Michael has spent over 35 years in aviation maintenance working in general aviation, commercial aviation, regional airlines and cargo operations. He started teaching in part 147 schools almost 10 years ago as a part-time instructor, working his way to full-time tenured Instructor and then as the Director of Education for AIM in Norfolk and then Charlotte. He now works as the AMT Program Director for the Aviation Maintenance Technology Program at Cape Cod Community College.

Sheryl Oxley

Sheryl joined the team at Tulsa Tech in 2004 as an aviation maintenance technology instructor and has taught airframe, powerplant, and generals to both high school and adult sections. She graduated from Oklahoma State University with a B.S. in Career and Technical Education in 2008 and became the Aviation Programs Coordinator in 2015. Sheryl's background includes 27 years of service in the United States Air Force as an aircraft maintenance technician and Phase Dock chief on F-16 and A-10 aircraft and has been deployed to multiple combat regions. In addition to military maintenance experience, she has worked with Delta Airlines, Atlantic Southeast Airlines, Bombardier Aerospace in both hangar and line maintenance as well as in flight and tank combat simulation maintenance. She is also a Designated Mechanic Examiner.

Kelly Filgo

Kelly serves as director of operations for Choose Aerospace—ATEC's sister organization. Among his primary responsibilities is overseeing the Choose Aerospace aviation maintenance curriculum, including updates and future expansions, and serving as the organization's primary liaison with schools that partner with Choose Aerospace. Filgo joins Choose Aerospace after

ATEC Academy
Professional Development for New Educators Course

more than a decade at Texas State Technical College, where he held a variety of roles, including department chair and statewide curriculum manager for their FAA Part 147 programs. A private pilot, certificated aircraft maintenance technician, and certificated drone pilot, Filgo has also served multiple terms on the ATEC board of directors. In addition, he played a key role in developing the Choose Aerospace content that partners adopt as part of the organization's fundamental workforce pathway development efforts.

David Jones

David has more than 35 years of experience in all aspects of aviation education/training including classroom and lab instruction, curriculum development, classroom material development, media production and textbook publishing. A graduate of the Aviation Engineering Technology program at Western Michigan University, he has demonstrated the value of that broad educational background in his professional life. In addition to his mechanic certificate, he left WMU with a Commercial Pilot Certificate, Instrument Rating, and Flight Instructor Certificate. David began teaching AMT courses at Lansing Community College, and then went on to also work with proprietary schools, including time as the Corporate Director of Education for AIM. He has been an active member of ATEC nearly as long as the organization has existed. Though his work as a Senior Writer/Editor at Avotek, and his activity with ATEC he has been able to stay current with what it is going to take to train the next generation of AMT's.

Teresa Pinkston

Teresa Pinkston is the Director of the Riverside Camps of Tulsa Technology Center and has over 25 years of experience as a CTE Educator. Teresa's passion for teaching and life-long learning is evident. She has shifted from working with students to working with educators locally and nationwide. Her daily activities include helping educators with curriculum needs, whether developing projects, assessments, or online components. She believes in modeling behavior and expectations no matter what the age of her audience. Teresa is involved in many organizations and community events and feels this is her way of giving back to those who have supported her personal and professional goals. She wants to provide others with the same opportunities she was afforded.

Mary E. Johnson

Mary E. Johnson earned her BS, MS and PhD in Industrial Engineering from The University of Texas at Arlington. After 5 years in aerospace manufacturing, Dr. Johnson joined the Automation & Robotics Research Institute in Fort Worth and was program manager for applied research programs. Fourteen years later, she was an Industrial Engineering assistant professor at Texas A&M - Commerce before joining the Aviation Technology department at Purdue University in West Lafayette, Indiana in 2007 as an Associate Professor. She is a Co-PI on the FAA Center of Excellence for general aviation research known as PEGASAS and leads engineering efforts in the Air Transport Institute for Environmental Sustainability. Her research interests are aviation sustainability, data driven process improvement, and engine emissions.

ATEC Academy
Professional Development for New Educators Course

Part I – “Take-off”
Pima Community College in Tucson AZ

Saturday, March 16, 2024

- 8am: Welcome, Introductions, Ice Breaker, “How did I land here?”
- 9am: Overview
 - Review of Academy Syllabus
 - Explanation of Assignments and Expectations
 - Discussion of “What Makes a Good Teacher”
- 10am: Break
- 10:15am: Pedagogy – The Nuts & Bolts of Teaching
 - Creating a Culture of Learning
 - Planning Your Semester or Module of Teaching and Learning
 - Lesson Planning 101
- 12pm: Lunch Break
- 1pm: Pedagogy – The Nuts & Bolts of Teaching
 - Lesson Planning 101, continued
 - Assessment 101 – Formative and Summative Assessment Techniques
- 2:30pm: Break
- 2:45pm: Your Institutional Support Systems
- 4pm: Reflections and Adjourn for the Day

Sunday, March 17, 2024

- 8am: Welcome and Ice Breaker
- 8:30am: Interactive Teaching – Keeping Students Engaged, Old-School Style
 - Multiple Intelligence Theory
 - Student Learning Preferences
 - Active Teaching Techniques and Collaborative Learning
- 10am: Break
- 10:15am: Interactive Teaching, Continued
 - Life By PowerPoint
 - Enhancing Lecture Time
- 11:30am: Reflections and Reaching Altitude
 - Thoughts and Questions
 - Looking Ahead – Surveying the Skies

ATEC Academy
Professional Development for New Educators Course

Part II – “Cruising at Altitude”

Virtual One-Hour Sessions

- Monday, April 15, 2024, 12pm (EST) – Educational Apps and Technology
- Monday, May 13, 2024, 12pm (EST) –Managing Student Behavior
- Monday, June 10, 2024, 12pm (EST) –Developing Effective Rubrics

Assignments

1. Classroom Observation Report

Each Trainee will observe a peer at their respective institution and prepare a one-page report in which the instruction is described and analyzed.

Assignment Due Date: Friday, April 12, 2024

2. Interview Report

Each Trainee will interview an aviation maintenance instructor who has taught for at least ten years. The Trainee will ask questions related to teaching experiences, student behavior management, assessment and evaluation, communication, student engagement, and general successes and challenges. The Trainee will then develop a two-page report summarizing what they learned from the interview.

Assignment Due Date: Friday, May 10, 2024

3. Recorded Lesson

Each Trainee will record a 30-minute lesson and submit the recording along with the lesson plan used for the lesson.

Assignment Due Date: Friday, June 7, 2024

4. Monthly Reflections

Each Trainee will submit a one-page reflection in which they describe their teaching experiences and what they are learning from those experiences. Each Trainee will meet with the ATEC Academy facilitator to review one reflection in a virtual meeting.

Assignment Due Dates: End of April, May and June

Part III – “The Safe Landing”

At the end of June, with all assignments completed and assignments submitted and evaluated, each Trainee will become a graduate of ATEC Academy.



P.O. BOX 234
JENKS, OK 74037

703.548.2030
ATEC@ATEC-AMT.ORG
ATEC-AMT.ORG

Annual Conference, presented by

BOMBARDIER

At the Pima Community College Aviation Center in Tucson

Saturday, March 16, 2024

8:00 a.m.-4:00 p.m.

ATEC Academy: Empowering Excellence in Aviation Education

[Pima Community College Downtown Campus, 1255 N Stone Ave, Tucson](#)

Navigate the transition from industry to academia with confidence! This two-day session kicks off an immersive three-month training course intended to equip new instructors with essential teaching tools. Led by seasoned master teachers with over 100 years of combined experience, the course covers active teaching strategies, technology integration, and more. A seamless blend of in-person and virtual sessions ensures a clear runway to success. Separate registration required.

Sunday, March 17, 2024

8:00 a.m.-12:00 p.m.

ATEC Academy: Empowering Excellence in Aviation Education

[Pima Community College Downtown Campus](#)

11:00 a.m.-4:00 p.m.

Registration

[Marriott Tucson University Park Hotel, 880 E 2nd St, Tucson \(Marriott\)](#)

11:00 a.m.-2:00 p.m.

Board Meeting—Marriott

1:00 p.m.-4:00 p.m.

Exhibitor Setup

[Pima Community College Aviation Center, 7211 S. Park Ave., Tucson \(PCCAC\)](#)

3:00 p.m.-4:00 p.m.

Committee Meetings—Marriott

5:00 p.m.-7:00 p.m.

Welcome Reception—Marriott, sponsored by



— Since 1940 —

Monday, March 18, 2024

Shuttle bus will depart Marriott for PCCAC at 7:30 am. It will make a return trip at the conclusion of the day's program.

8:00 a.m.-4:00 p.m.

Registration

8:00 a.m.-4:00 p.m.

Exhibit Hall

8:00 a.m.-8:30 a.m.

Breakfast

8:30 a.m.-9:15 a.m.

Welcoming Remarks and Exhibitor Spotlight

Get a round-the-room introduction of exhibitors and the services, products, and opportunities they provide for aviation technician education.

9:15 a.m.-9:45 a.m.

Keynote Address: A Long and Proud History Serving Southern Arizona

Lee D. Lambert, Chancellor, Pima Community College

9:45 a.m.-10:30 a.m.

What Have We Done for You Lately

Join council leadership for an engaging session where we share the latest developments in association initiatives and delve into the impactful endeavors undertaken by the council for the benefit of its members.

James Smith, Membership Committee Chair & AMT Director, Marshall University

Jason Bowersock, Conference Committee Co-Chair & Director of Aviation, Pima Community College

Kari Middleton, Conference Committee Co-Chair & Manager of Business Development, Pima Community College

Jared Britt, Legislative Committee Chair & Director of Global Aviation Maintenance Training, Southern Utah University

Sean Gallagan, Regulatory Committee Chair & CEO/Founder, Aviation Workforce Solutions

Ryan Goertzen, Choose Aerospace President & Vice President Maintenance Workforce Development, AAR Corp

Moderator: Crystal Maguire, Executive Director, ATEC

10:30 a.m.-11:00 a.m.

Networking Break, sponsored by



11:00 a.m.-12:00 p.m.

Eighteen Months Later: Where Are We Now?

Hear from schools and industry partners working together to create better programs under the new part 147.

Moderator: Crystal Maguire, Executive Director, ATEC

12:00 p.m.-1:30 p.m.



Awards Luncheon, sponsored by

Choose Aerospace acknowledges scholarship recipients, and the Northrop Rice Foundation, JSfirm.com, and Snap-on present the ATEC Student and Educator of the Year awards.



1:30 p.m.-2:30 p.m.

Navigating the Skies: Unveiling Collaborative in Aviation Technician Development and Industry Demand

Get insights into an innovative partnership that is fostering a closer and more comprehensive examination of the aviation technician pipeline and explore complementary industry perspectives illustrating the supply and demand of maintenance professionals.

Moderator: Livia Hayes, Director, Oliver Wyman CAVOK

2:30 p.m.-3:00 p.m.

Networking Break

3:00 p.m.-4:00 p.m. **Empowering Futures: Exploring Pipeline Deployment Strategies Using the Choose Aerospace Aviation Maintenance Curriculum**
The Choose Aerospace curriculum is increasing access to aviation technical careers. Investigate the diverse deployment strategies that are facilitating its implementation across a broad range of scenarios.
 Katie Johnson, Vice President, Human Resources, West Star Aviation
 Matthew Harter, Coordinator, Aviation Maintenance Technology, Southwestern Illinois College
 Mike Sasso, Assistant Dean, Aviation Maintenance Technician Program, Cape Cod Community College
 Glenn Ponas, Director, High School Outreach, You Can Fly Initiative, AOPA Foundation
Moderator: Kelly Filgo, Director of Operations, Choose Aerospace

6:00 p.m.-8:00 p.m. **Evening Reception**
[Pima Air & Space Museum, 6000 E Valencia Rd, Tucson](#)
Shuttle bus will run between the Marriott and the museum starting at 5:30.

Tuesday, March 19, 2024

Shuttle bus will depart Marriott for PCCAC at 7:30 am. It will make a return trip at the conclusion of the day's program.

8:00 a.m.-4:00 p.m. **Exhibitor Hall**

8:00 a.m.-8:45 a.m. **Breakfast**

8:45 a.m.-9:15 a.m. **Keynote Address: The Future is Now**
Hear what's on the horizon for the manufacturing giant, and how it ensures business aircraft products remain on the cutting-edge of technology.
-or-
Hear about the manufacturing giant's long-term strategy to expand the aftermarket business and how its support professionals ensure an exceptional experience for their operators.

9:15 a.m.-9:30 a.m. **Networking Break, sponsored by**



Breakouts

See full session descriptions below. PCCAC tours are also available during each breakout session time slot. Tour goers will meet guides at X.

I. Administration II. Instruction III. Regulation IV. Pathways

A. 9:30 a.m.-10:30 a.m.

B. 10:45 a.m.-11:45 a.m.

11:45 a.m.-1:15 p.m. **Food Truck Lunch**

C. 1:15 p.m.-2:15 p.m.

D. 2:30 p.m.-3:30 p.m.

3:30 p.m.-3:45 p.m. **Networking Break**

- 3:45 p.m.-4:30 p.m. **Closing Remarks & Exhibitor Door Prizes**
- 5:30 p.m.-7:30 p.m. **Networking Reception**
Gentle Ben's, 865 E University Blvd, Tucson

Wednesday, March 20, 2024

Shuttle bus will depart Marriott at 8:00 AM. It will make drops at the Tucson Airport, wrap party, and/or the Marriott at the conclusion of the tours.

- | | Tour Group 1 | Tour Group 2 |
|-----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| 8:30 a.m.-9:30 a.m. | Campus Tour, Coffee and Donuts
Pima Community College Downtown Campus, 1255 N Stone Ave, Tucson | |
| 10:00 a.m.-11:30 a.m. | Bombardier Tour | Bone Yard |
| 11:30 a.m.-1:00 p.m. | Presenting Sponsor Briefing and Lunch
Bombardier, 1255 E Aero Park Blvd, Tucson | |
| 1:00 p.m.-2:30 p.m. | Bone Yard | Bombardier Tour |
| 3:00 | Wrap Party
Barrio Brewing Co, 800 E 16th St, Tucson
<i>Join us for a memorable conclusion to the conference as we unwind and enjoy local craft brews, delectable bites, and lively conversations with fellow attendees. Let's toast to a fantastic conference experience and the shared excitement for what lies ahead!</i> | |

Thursday, March 21, 2024

- 8:00 a.m.-5:00 p.m. **FAA Designated Mechanic Examiner Renewal**
Required recurrent training for designated mechanic examiners, presented by the FAA. Advanced and separate [registration](#) is required.

BREAKOUTS

I. ADMINISTRATION TRACK

A. A Blueprint for Success: Increasing A&P Graduates' FAA Mechanic Certification Rates

Nationally, only sixty percent of A&P graduates obtain an FAA mechanic certificate. Dive into an insightful panel discussion examining the challenges hindering A&P graduates from obtaining mechanic certification, exploring success stories, and sharing practical implementation strategies to elevate testing rates.

B. The Fallout: How Legislative Initiatives Drive Regulatory Action

Congress recently passed a multi-year reauthorization bill to fund the Federal Aviation Administration for the next five years. This landmark legislation addresses every one of ATEC's legislative priorities, including expanding the FAA workforce development grant, improving the airman certification standard system, and creating dedicated pathways for exiting military personnel. Gain insights into ATEC's pivotal role in influencing these changes and discover what to anticipate as the provisions are implemented.

C. Launching Your A&P School: Navigating Costs, Equipment, Funding, and Regulations

Embark on the journey of establishing a certificated aviation program with insights from seasoned experts. Explore the costs, necessary equipment, available funding opportunities, and regulatory requirements as our panel shares invaluable experience gained from years of successfully launching part 147 programs. Get answers to your crucial questions and pave the way for a successful start in aviation education.

D. Product Showcase: Interactive eBooks for A&P Programs

Ekanos is an interactive eBook solution that makes aviation technician education easy and effective. The content aligns with FAA mechanic airman certification standards and allows students to see theory concepts in action through animation and virtual practices. Panelists will showcase the tool and highlight updates made since last year's showcase.

Natalie LaFlam, Marketing & Account Coordinator, Aviation Resources & Consulting Services, LLC
Fazil Punnassery, Head of Business Development, Ekanos

II. INSTRUCTION TRACK

A. Introducing the ATEC Academy: Empowering Excellence in Aviation Education

As the shortage of teachers and technicians continues to grow, so too will the number of individuals moving from industry to the classroom with limited teaching experience. Uncover a pioneering program crafted to tackle these issues, offering a personalized approach to aid recently appointed A&P instructors in navigating the intricacies of teaching. Learn about the inaugural course kick-off and share suggestions and recommendations on how this new initiative can support your school's professional development objectives.

Sean J Glassberg, Owner, Educator Training and Consulting
Kelly Filgo, Director of Operations, Choose Aerospace

B. Navigating Student Conduct: Effective Strategies for Professional Behavior Management

Professional conduct is not immediately grasped by secondary and postsecondary students. Gain insights into analyzing behaviors and discover practical strategies to effectively manage unprofessional conduct. Learn how to foster a professional learning environment effortlessly.

Sean J Glassberg, Owner, Educator Training and Consulting

C. Teaching Tough Topics: Innovative Approaches to Challenging Concepts in A&P Education

Delve into the challenges of imparting knowledge and skills outlined in the mechanic airman certification standards. Explore the complexities faced by A&P schools in teaching challenging concepts and discover creative solutions employed by our panelists. Engage in a collaborative exchange, sharing your insights and gaining valuable suggestions to enhance your curriculum's effectiveness.

D. Integrating Cutting-Edge Tools: A Practical Guide for A&P Schools

The exhibitor hall is teeming with ideas and products to enhance your curriculum. Navigate the abundance of innovative ideas and products with a pragmatic approach. Explore how A&P schools can effectively incorporate available resources into their ACS-based curriculum. Join us for a product showcase featuring insights from a renowned certification, providing practical guidance on embracing new technologies in education.

John Gamble, Business Development Manager, Snap-on

William Randall, Strategic Accounts Manager, Daniels Manufacturing Corporation

Mike Bittner, Sales Manager, Aircraft Tools Incorporated

III. REGULATION TRACK

A. The New Part 147: A Comprehensive Update from FAA Safety Standards

The new part 147 has been in effect for over a year. Delve into the evolving landscape as regulators and certificate holders adapt, uncovering challenges and areas for improvement. Gain insights from inspector feedback after surveillance visits and requested revisions to operations specifications. Join us for an update from agency leadership in Washington on the current status and future considerations.

Tanya A. Glines, Aviation Safety Inspector, Aircraft Maintenance Division, FAA

Kevin Morgan, Airmen Section Manager, Aircraft Maintenance Division, FAA

B. FAA Testing: A Comprehensive Look at the Certification System

Explore the latest developments in mechanic airman certification standards, which now govern training and testing. Gain insights into the changes affecting written, oral, and practical tests, along with associated guidance. Discover opportunities for stakeholders to contribute meaningful feedback, actively participating in ongoing improvements to the testing system.

Jackie Spanitz, General Manager, Aviation Supplies & Academics, Inc.

Christopher Thomas, Manager, Airman Testing Standards, FAA

C. Testing Outcomes: A Report Out from the FAA Testing Administrator

As the FAA's contractor for providing testing services, PSI is charged with automating and modernizing FAA knowledge tests. Join us for a comprehensive update on student testing outcomes for the mechanic written, oral, and practical exams and modifications made since the implementation of the new airman certification standards last summer.

Janet Garcia, President, PSI Services

D. Revolutionizing Education: Best Practices in the Era of the New Part 147

Explore the transformative possibilities of the new rule, offering certificated programs the chance to reimagine education. Discover the innovative strategies stakeholders are adopting to increase enrollments, better serve industry, and improve the quality of education. Join us for insights from peers and an opportunity to share your own best practices implemented under the new rule.

Scott Sykes, Business Development, US Aviation Group

IV. PATHWAYS TRACK

A. Fostering Diversity: Pioneering Initiatives in Aviation Workforce Development

Dive into an exploration of groundbreaking partnerships dedicated to cultivating a more diverse aviation workforce. Learn about Job Corp, the largest free residential education and job training program for young adults, as it pioneers the connection of its students to promising aviation technical careers. Discover tangible programs making significant strides toward industry-wide diversity goals.

B. Choose Aerospace: Creating a Qualified and Diversified Feeder Program

Blurb

Kapil

Rebecca

C. Transitioning Careers: Military Pathways to FAA Certification

Explore the Joint Service Aviation Maintenance Technician Certification Council (JSAMTCC), a Department of Defense and United States Coast Guard program providing military aviation technicians a streamlined path to FAA mechanic certification. Hear about JSAMTCC initiatives, including the establishment of a working group dedicated to developing testing prep courses for aspiring aviation professionals.

Steven Burge, Credentialing Manager, Emergency Management

Arthur E. Rousseau, Director, Credentialing Programs, Community College of the Air Force

TSgt Chase Winningham, Joint Service Program Director, Community College of the Air Force

D. Unlocking Opportunities: Leveraging DOD Skillbridge for School Advancement

Learn the ins and outs of Skillbridge, from its impact on military and veteran support to the duration of internships and team inclusion criteria. Discover what your school can gain through Skillbridge, including lab tech support, military aviation expertise, and assistance with facility maintenance and curriculum development. Understand the process of initiating your own DOD Skillbridge program, from crafting training plans to securing Memorandums of Understanding (MOUs) and effectively marketing your program.

Jeff Kelley, Aviation Lab Manager, Southern Utah University

Ryan Goertzen, Vice President Workforce Development, AAR Corp

ERAU Worldwide

Other Potential Topics:

Cultivating Success: Integrating Soft Skills in Technical Training Programs

Explore the pivotal intersection of technical expertise and soft skills in this dynamic panel discussion. Uncover strategies to seamlessly weave communication, teamwork, and adaptability into technical training programs, enhancing graduates' holistic readiness for the professional landscape. Join us for insights, best practices, and a collaborative dialogue shaping the future of skill development.

Navigating the Future: Competency-Based Training in Post-Seat Time Era

FAA seat time mandates are a thing of the past. Discover how programs are harnessing competencies to empower students to progress at their own pace. Explore the multifaceted considerations involved in adopting competency-based approaches and gain insights from peers who have successfully built programs to seize new opportunities.

Adopting Immersive Technologies: Training the Next Generation of Technicians

Hear from organizations that are adopting virtualized training products as part of their strategic roadmap.

Military Partner Toolkit: How to Navigate Resources for Veterans

Hear how to take advantage of the COOL program, tuition assistance, GI bill, etc.

Accessing Maintenance Data: How to Get Manuals in the Hands of Your Students

<https://aircraft.airbus.com/en/act-for-academy> M. Sasso in the process of signing an agreement with Airbus for this technology, Jim Hall also has this at WSU Tech.

Industry Partner Initiatives

Get an update from trade organization partners on workforce development initiatives.

Justin Madden, Airlines for America

Paul Maloy, Director of Education, Experimental Aircraft Association