To: UGCC members

From: Victoria Dunbar, College of Aeronautics

Re: Aircraft Dispatcher Undergraduate Certificate

Date: January 20, 2017

Dear UGCC Members,

An aircraft dispatcher certificate allows a person to fulfill the basic requirements to be hired into the aircraft dispatch industry, without the additional requirements of an associate or bachelor degree. The COA has held an FAA approved Aircraft Dispatcher certification course for many years, but had no avenue for students to attain that certificate other than enrolling as a full time, degree seeking student. Offering the courses as a certificate program solves this problem. The courses required for the Aircraft Dispatcher certificate are the exact same courses required in the minor already approved by UGCC. Once all courses in the certificate program are satisfactorily completed, the student will receive an endorsement from their instructor to take the FAA’s Written Test and earn their official FAA Dispatcher Certificate. Furthermore, there has been growing interest from potential international airline agreements to use FIT services to provide aircraft dispatcher training. We expect to have approximately 40 students from Saudia enroll in courses this summer, seeking the aircraft dispatcher certificate, with more on the horizon.

Although this will be the first undergraduate certificate that FIT will offer, I have confirmed with Provost Dr. Baloga that this is not a substantive change according to SACs, so no need for a review. Please see the attached Case Statement for more details about this certificate program.

Sincerely,

Victoria Dunbar, Ph.D.
Associate Dean
College of Aeronautics
Please provide the following information when requesting a new major or minor (program or option) to be added to the curriculum. Only new majors, minors and options are assigned a new code and print on the diploma. The code will be assigned by the Office of the Registrar and information emailed to all appropriate personnel.

COLLEGE: Aeronautics  DELIVERY MODE(S): classroom (classroom, online)

DEPARTMENT: Aeronautics  CAMPUS/SITE(S): Main

PROGRAM TO BE ADDED: □ Major  □ Minor  □ Option for __________________________________________ (existing degree program)

NOTE: Only Majors, Minors and Options receive new codes and print on the diploma; use Option for new program name to appear with existing degree name.

☐ Associate of Arts (A.A.)  ☐ Master of Business Administration (M.B.A.)  ☐ Educational Specialist (Ed.S.)
☐ Associate of Science (A.S.)  ☐ Master of Education (M.Ed.)  ☐ Doctor of Business Administration (DBA)
☐ Bachelor of Arts (B.A.)  ☐ Master of Public Administration (M.P.A.)  ☐ Doctor of Philosophy (Ph.D.)
☐ Bachelor of Science (B.S.)  ☐ Master of Science (M.S.)  ☐ Doctor of Psychology (Psy.D.)
☐ Master of Arts (M.A.)  ☐ Master of Science in Aviation (M.S.A.)  ☐ Graduate Certificate
☐ Master of Arts in Teaching (M.A.T.)  ☐ Undergraduate Certificate

OTHER ADDITION TO THE CURRICULUM NOTE: Only Majors, Minors and Options receive new codes and print on the diploma; use the Adding a New Concentration or Specialization form if the new program represents less than a full degree curriculum.

PROGRAM TITLE Restricted to 30 characters, including spaces

Aircraft Dispatcher

ACADEMIC YEAR TO BE INITIATED: FALL 2017  ADVISOR FOR NEW PROGRAM Dr. Tim Rosser

New programs are available beginning with the fall term in which they appear in the University Catalog.

ROUTING APPROVALS: 1) Department head/program chair and college dean approve and sign form. 2) The chief academic officer reviews and approves business plan of the program in terms of financial viability and impact on the university mission and signs form. 3) Graduate Council or Undergraduate Curriculum Committee approves academics and signs form. 4) The chief academic officer reviews and signs form, and forwards to the Catalog & Curriculum Manager.

1) Victoria Dunkar 1/20/2017  Date
Department Head/Program Chair

2) Monica Bielajew 1/20/17  Date
Dean or Associate Dean

3)  
Chair, Graduate Council  Date

OR

4)  
Chair, Undergraduate Curriculum Committee  Date

Chief Academic Officer

REGISTRAR’S USE ONLY

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STVMAJR  SOACURR  Major Code Assigned
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PGR-248-117
January 20, 2017

From: Dr. Victoria Dunbar, Associate Dean, College of Aeronautics

To: Dr. Monica Baloga, Chief Academic Officer

Subject: New College of Aeronautics Certificate Program – Aircraft Dispatcher

Request your review and approval for a new College of Aeronautics undergraduate certificate in Aircraft Dispatch

See attachment 1 for program overview.

See attachment 2 for Case Statement.

Request your approval and signature on the attachment 3, Adding a New Major or Minor to the Curriculum form.

Victoria Dunbar
Associate Dean

Attachments
1. Aircraft Dispatcher Certificate Flow sheet
2. Case Statement for Aircraft Dispatcher Certificate
3. Add_New_Certificate_Aircraft Dispatcher
Case Statement:  
(Attachment 2)

Introduction

The Aircraft Dispatcher certificate will allow students to fulfill the basic requirements to enter into the Dispatch industry. The Airline Dispatch industry is poised to grow in the following years, similar to the overall aviation industry. By offering a dispatcher certificate, we will set ourselves up for attracting additional students.

The Aircraft Dispatcher student may use his/her knowledge to apply to the FAA’s Dispatch Certificate and become an Aircraft Dispatcher in the United States or internationally.

Program Relevance

A certificate program in Aircraft Dispatch is consistent with the mission of the College of Aeronautics and the University. COA’s mission is as follows: To prepare students for success and advancement in the aviation professions; advance aviation knowledge through faculty and student research, scholarly activity and projects; and encourage and enable student and faculty service to the university, community and aviation professions. The curriculum developed for this program will prepare graduates to be take the FAA Dispatch Certificate exam and become an Aircraft Dispatcher; thus meeting our mission statement.

Program Demand

• What is the market for this program?

The aviation industry is estimated to grow at approximately 4-5% (FAA). We are an approved FAA vendor for the Aircraft Dispatcher training, which we currently have imbedded in out curriculum as part of the major, and it is available as a minor. We are frequently contacted by potential students who want a dispatcher certificate but do not want to enroll as a college student. This certificate program would be the avenue to their professional goals.

We have been approached by Saudia Airlines and the Saudia Embassy about offering this training. They are planning to send approximately 40 students as early as this summer, with potentially another large group soon after.

• How many new students are expected to enroll in the first year?

We have been approached by Saudia Airlines and the Saudia Embassy about offering this training. They are planning to send approximately 40 students as early as this summer, with potentially another large group soon after.
There have been a number of students that have previously completed the FAA Dispatch Certificate requirements through our College, hence is a good indicator that this program will be successful.

Furthermore, there has been growing interest from potential international airline agreements to use FLTECH services to provide dispatch training. Saudi Arabian Airlines is the largest potential market for this minor as of 2016.

- **What other universities offer this program?**

Other universities that are approved by the FAA offer this program. Please see the section under ‘Competition’ for a list of our competitors in this field.

- **Are there current trends or forecasts for interest in this program?**

There is a growing concern that there will be a shortage in pilots and Airline Dispatchers. Furthermore, because this certificate does not require resources to start or implement due to the courses already being in existence and being offered, this certificate will act more as a marketing tool to attract students to Florida Tech.

- **Will this program be offered to a “non-traditional” audience?**

  - Part-time students – Yes
  - Evening/weekend classes - Yes
  - Distance Learning – No
  - Other – No

- **What are employment opportunities after graduation?**

  As previously mentioned, the main employment opportunity with this minor is an Airline Dispatcher.

- **If this is an undergraduate program, what are the graduate program opportunities?**

  It is a certificate program therefore not applicable.

- **Is internship part of the program?**

  No.

**Competition**

- **Do other competitive universities offer this program?**

  This link is the current set of places that offer this program:
The major competitors are as follows:
  * Sheffield School of Aeronautics
  * California Aeronautical University
  * Eastern Michigan University
  * Everglades University
  * Embry Riddle

**A number of small ATP/Flight schools also offer this program.** Offering a university program would be more appealing to a number of potential students

- **How is this proposed program different if different?**

This program will follow the requirements set forth by the FAA to meet Dispatch Certificate requirements. Our course requirements, therefore, will be very similar to other universities offering this program. However, if this is not offered, students will potentially go to other competitors to meet their needs rather than stay at Florida Tech.

**Academic Requirements**

The academic requirement for admission is that the student be enrolled and eligible to register for the required courses. The student should be able to declare the .

The requirements for the certificate are shown in Table 1.

All the courses required for the Dispatch certificate are already existing and offered at Florida Tech.

This certificate will be an addition to our existing programs. It will not replace or interfere with any of them.
Table 1

**Aircraft Dispatcher Certificate (22 credit hours)**

*Age Restriction:* N  
*Delivery mode/s:* classroom only  
*Degree Awarded:* none  
*Admission Status:* undergraduate  
*Location/s:* main campus

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Notes:

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Student Signature

Advisor Signature
Student-Learning Assessment (see the APAC Policies and Procedures document at www.fit.edu/apac for the required number and type of assessment items. These must be approved by the APAC before the program is reviewed by any curriculum committees.):

- **In what courses will the students be assessed for program-level student learning?**
  - Not required for a certificate program

- **List the program-level student-learning Outcomes, Measures, and expected Targets for this program**
  - Not required for a certificate program

- **Is the proposed program a substantive change according to SACS?**
  - No

- **Is the proposed program in line with departmental/college accreditation?**
  - Yes

- **What impact will the program have on existing programs?**
  - Does it replace an existing program?
    - No
  - Does it complement or compete with another program?
    - Yes, complements all CoA degrees

- **How will the new program be assessed (outcomes, accreditation, financial)?**
  - Normal AABI and SACS assessment procedures

- **Is program accreditation required or proposed for the program?**
  - No
Financial Resources/Uses

- Can the program support itself financially (provide detailed estimates)?
  - Yes. This is a no additional cost program. All courses are required to be offered for all our other COA majors.

- Will there be any assistants, fellowships available in this program
  - No

- What new courses, if any, will be required
  - None
  - Service courses
    - None

- What new faculty, if any, will be required
  - Departmental
    - None
  - Service
    - None

- Will new support staff be required
  - No

- Will new GSA’s or adjuncts be required
  - No

- What type of new equipment, labs, or other facilities are required
  - None at this time.

- What new library resources will be required
  - None

Administrative Processes

- New Major Code: A new certificate code will be required.

- University Catalog Changes: Minimal changes to university catalog will be necessary. Appropriate changes will be sent to University Publications promptly after necessary approval.

- Proposed Tuition Structure: It will be same as undergraduate tuition rate in other engineering disciplines.

- Bursar’s Office: It is anticipated that the billing and payment process work in the standard manner.
Signature Page for initial approval for proposed program:

Victoria Anter
Department Head/Program Chair

[Signature]
Date

[Signature]
Dean or Associate Dean

[Signature]
Date

[Signature]
Executive Vice President/Chief Operating Officer

[Signature]
Date

[Signature]

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