

**Tuesday  
November 7, 2017**

**Executive Committee and Industry Advisory Board Meeting  
Wichita State University – Experiential Engineering Building**

<b>7:30 – 8:45 AM</b>	<b>Complimentary Breakfast</b> <i>Included in hotel room rate – Marriott Old Town</i>
<b>9:00 – 10:15 AM</b>	<b>INTRODUCTION AND OPENING REMARKS</b> Dr. Mark Friend, ERAU Dr. James Pappas, OU Mr. Caleb Loss, WSU Abby Smith/Karen Callihan, FAA  Dr. Friend: <b>Strategic planning discussion</b> <ul style="list-style-type: none"><li>➤ Continuing though Phase 1 (years 2-5), Review of AJI-Strategic Framework and COE TTHP mission statements<ul style="list-style-type: none"><li>○ Goal and objective setting w/ milestones</li><li>○ Review of current projects (those being considered)</li><li>○ Prioritization of Year 2 focus for current and new project ideas critical to FAA’s current needs</li></ul></li><li>➤ Broadening the scope of the center, in terms of expanding to pilots, engineers, and other FAA areas that the COE TTHP may offer research/expertise</li></ul>
<b>10:15 AM</b>	<b>BREAK</b>
<b>10:30 – 11:30 AM</b>	Dr. Friend: Continuation of strategic planning discussion Karen Callihan: SOAR CAMI Student Program
<b>11:30 – 12:30 PM</b>	Dr. Pappas: <b>Task Forces, Affiliate Engagement, and Enhancements to the Proposal process</b> <ul style="list-style-type: none"><li>➤ Task Force Opportunities<ul style="list-style-type: none"><li>○ Review and Additions</li><li>○ Assignment of EC/IAB Chair(s) of Task Forces</li></ul></li><li>➤ Affiliate Engagement</li><li>➤ Proposal Process<ul style="list-style-type: none"><li>○ Ensuring a smoother transition/plan for the FAA and for the COE members</li><li>○ Aligning institution and FAA award schedules with tenure credit, course buyout, GA hire needs</li><li>○ Best practices to encourage collaboration among the universities</li></ul></li><li>➤ New SOW to review</li></ul>
<b>12:30 – 1:30 PM</b>	<b>LUNCH - Provided</b>
<b>1:30 – 2:00 PM</b>	Dr. Pappas: <b>Continuation of Task Forces, Affiliate Engagement, and Enhancements to the Proposal process</b>

<b>2:00 – 2:30 PM</b>	<b>Tour of the Experiential Engineering Labs</b>
<b>Wednesday</b> <b>November 8, 2017</b> <b>Business Meeting</b> <b>Wichita State University – Experiential Engineering Building</b>	
<b>7:30 – 8:45 AM</b>	<b>Complimentary Breakfast</b> <i>Included in hotel room rate – Marriott Old Town</i>
<b>9:00 – 10:15 AM</b>	<b>INTRODUCTION AND OPENING REMARKS</b> Mr. Caleb Loss, WSU <ul style="list-style-type: none"> <li>➤ Welcome</li> </ul> Abby Smith or Karen Callihan, FAA <ul style="list-style-type: none"> <li>➤ AJI-2 Update and Current Focus/Needs from FAA COE</li> </ul> Dr. Mark Friend, ERAU <ul style="list-style-type: none"> <li>➤ High-level overview of Year 1</li> <li>➤ Strategic plan, continuing through Phase 1 (years 2-5) review of EC-IAB-FAA from Tuesday 11/7</li> </ul> Dr. James Pappas, OU <ul style="list-style-type: none"> <li>➤ Task Force Opportunities, review of EC-IAB-FAA from Tuesday 11/7</li> <li>➤ Proposal Process, review of EC-IAB-FAA from Tuesday 11/7</li> </ul> Mr. Caleb Loss, WSU <ul style="list-style-type: none"> <li>➤ Distribution of the COE TTHP Management Plan</li> <li>➤ Distribution of Executive Summary</li> </ul>
<b>10:15 AM</b>	<b>BREAK</b>
<b>10:30 – 11:30 AM</b>	April and Stef: <b>Core Lead Overviews</b> (All, 5-7 minutes per school) <ul style="list-style-type: none"> <li>➤ Provide update on projects, identify projects nearing completion and ready for follow on projections</li> <li>➤ University accomplishments</li> <li>➤ Discussion of Challenges and Needs</li> </ul>
<b>11:30 – 12:30 PM</b>	<b>NETWORKING LUNCH - Provided</b>
<b>11:30 – 12:30 PM</b>	April and Stef: <b>Finish Core Lead Overviews</b> (All, 5-7 minutes per school)

<b>1:30 – 2:30 PM</b>	<p>Dr. Seth Young, OSU and Jeff Tyrcha, Adacel: <b>Enhancing COE Proposal Submissions:</b> Economic Impact/Business Case for Importance of Proposed Research and Innovation</p> <ul style="list-style-type: none"> <li>➤ Strengthening the business case</li> <li>➤ Documenting impacts and application to practice</li> <li>➤ Enhancing task and timeline information</li> <li>➤ Increasing speed of literature review or best practice guide to focus on (see below)</li> <li>➤ Incorporating more emphasis on prototype/proof-of-concept validation testing</li> <li>➤ Strategies for seeking FAA input on new project ideas and ongoing identification of current critical needs of FAA</li> </ul>
<b>2:30 PM</b>	<b>BREAK</b>
<b>2:45 – 3:45 PM</b>	<p>Caleb Loss, WSU and Fred Bowen, Orion AT: <b>OMIS updates and needs</b></p> <ul style="list-style-type: none"> <li>➤ Student data</li> <li>➤ Publications</li> <li>➤ Documentation</li> </ul>
<b>3:45 – 4:15 PM</b>	<b>Assign working groups for Thursday AM session</b>
<b>4:15 PM</b>	<b>GROUP PHOTO</b>
<b>4:30 PM</b>	<b>BREAK</b>
<b>6:00 – 7:30 PM</b>	<p><b>Social Event / Reception</b>  <i>All members and guests are invited</i>  <b>WSU Old Town • 238 N. Mead Street</b></p>

**Thursday  
November 9, 2017**

**Business Meeting**

**Wichita State University – Experiential Engineering Building**

<b>7:30 – 8:45 AM</b>	<b>Complimentary Breakfast</b> <i>Included in hotel room rate – Marriott Old Town</i>
<b>9:00 – 10:45 AM</b>	<b>COE Strategic Framework Academic/Industry Focus Groups</b> Group A: Curriculum Architecture, Content Management and Delivery, and Analytics Group B: Human Factors, Simulation and Part-Task Training, and Safety <ul style="list-style-type: none"><li>➤ Review of goals and objectives from EC-IAB-FAA on Tuesday 11/7<ul style="list-style-type: none"><li>○ Discussion and additions to draft information</li></ul></li><li>➤ Prioritizing current follow-on project ideas<ul style="list-style-type: none"><li>○ Determining how to expedite prototype/proof-of-concept validation testing per project</li></ul></li><li>➤ Identification of new project ideas critical to meet current FAA needs</li><li>➤ Ensuring affiliate engagement and university collaboration</li><li>➤ Identifying new research ideas for new funders – DoD, NASA, Airlines, Other</li></ul>
<b>10:45 AM</b>	<b>BREAK</b>
<b>11:00 – 12:00 PM</b>	Ms. Karen Callihan, FAA Dr. Mark Friend, ERAU Dr. Kurt Izzetoglu, DU Dr. James Pappas, OK Mr. Caleb Loss, WSU  <b>Drexel COE Year 2 Technical Meeting Planning</b> <ul style="list-style-type: none"><li>➤ Mon. 4/2 (EC/IAB), Tue. 4/3 – Th. 4/5</li><li>➤ Creating member buy-in: FAA, Industry, University</li><li>➤ Workshops to hold</li><li>➤ Agenda items</li><li>➤ Leveraging geographic location of Drexel</li></ul>
<b>12:00 – 1:00 PM</b>	<b>NETWORKING LUNCH - Provided</b>
<b>1:00 – 1:30 PM</b>	Dr. Pappas: <b>Meeting conclusions and adjournment</b>