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# NAVAJO TECHNICAL UNIVERSITY

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<b>Instructional Sites Meeting Minutes</b>	<b>Attendees:</b> <ul style="list-style-type: none"><li>✓ Dr. Frank Todacheeny, Coordinator for Teec Nos Pos Site</li><li>✓ Arlena Benallie, Director for Chinle Site</li><li>✓ Dr. Reynelle Lowsayatee, Director of Academics &amp; Applied Indigenous Studies, Zuni Site</li><li>✓ Valerie Epaloose, Dean of Student Services for Zuni Site</li><li>✓ Laura Leekela, Student Services Assistant for Zuni Site</li><li>✓ Brenda Yazzie, Recruiter</li><li>✓ Wanda Jimmie, Data Technician</li><li>✓ Jerlynn Henry, Dean of Student Services</li><li>✓ Dr. Colleen W. Bowman, Provost</li><li>✓ Dr. Delores Becenti, Director of Enrollment</li><li>✓ Gary Segay, Financial Aid Manager</li><li>✓ Leslie Tsosie, Dual Credit Coordinator</li><li>✓ Clinton Desiderio, Director of Communications</li><li>✓ Dale Morgan, Communication Specialist</li><li>✓ Wade Shannah, Multimedia Specialist</li><li>✓ Sherietta Martinez-Brown, First Year Experience Academic Advisor</li><li>✓ Dr. Casmir Agbaraji, Dean of Undergraduate Studies</li></ul>
Date:	Wednesday, March 15, 2023
Start Time:	10:04 a.m.
End Time:	11:27 a.m.
Location:	Zoom

## I. Call to Order

Dr. Agbaraji called the meeting to order at 10:04 a.m.

## II. Approval of Agenda

Sherietta moved to approve the agenda. Gary seconded the motion.

## III. Approval of Meeting Minutes

A. December 21, 2022

Sherietta moved to accept the meeting minutes of December 21, 2022, seconded by Clinton.

## IV. Enrollment Target for Fall 2023: 2000 Students

A. Crownpoint Campus: 800

B. Chinle Site: 400

C. Kirtland Site: 100

D. Teec Nos Pos Site: 100

- E. Zuni Site: 100
- F. Dual Credit, NM: 300
- G. Dual Credit AZ: 200

Dr. Becenti recommended adding an enrollment target for the online programs.

Arlena suggested offering all classes that the students need to graduate, she would like to have more adjuncts in the fall. Dr. Agbaraji pointed out that we can hire more qualified adjunct faculty and need at least six (6) students for a class to proceed. Also, the students must take the required prerequisites and take the courses in sequence.

## **V. Marketing and Recruitment**

- A. Updated Brochures - Copy Center
- B. Advertising for the Fall
- C. Hire Temporary Recruiters

Clinton mentioned that the updated copies of brochure can be requested from Meriel. Clinton said he is currently advertising for the summer and will start advertising for the fall in a month.

Wade said radio ads are going on 99.1 and 99.9 around Farmington station and Winston Broadcasting that covers Farmington, Cortez, and Blanding.

Dr. Todacheeny pointed out that he does hear much about NTU on the Navajo radio stations (KGAK and KNDN).

Arlena suggested advertising in Navajo for parents and grandparents.

Dr. Agbaraji recommended mounting billboards on I-40 and 491 as part of recruitment efforts.

Dr. Becenti asked about the status of the marketing plan because she would like to include the marketing plan in the recruitment and retention plan.

Dr. Becenti plans to train volunteers and temporary recruiters in the summer. Dr. Todacheeny said June is too late to hire and train temporary recruiters, but he recommended hiring them in May instead.

Dr. Becenti plans to hire an assistant registrar to help Kelly, an admission technician, one financial aid technician, and one dual credit coordinator for Arizona.

Arlena noted that she requested one dual credit coordinator during the last budget hearing, but it has not been approved yet.

## **VI. Enrollment and Retention Plan**

Dr. Becenti pointed out from the that December 2022 meeting that the enrollment management plan was about 60% completion and not the retention plan.

## **VII. Skyhawk for Success Referrals Updates**

- A. <http://www.navajotech.edu/skyhawk-for-success>

- B. 9<sup>th</sup> Week: March 17, 2023
- C. 12<sup>th</sup> Week: April 7, 2023

Sherietta presented the Skyhawk for Success referrals for the spring, a total of 56 students as of March 3, 2023. Sherietta contacted some students by phone and email. She further stated that we need to update students about the resources available to them to succeed.

Dr. Todacheeny pointed out that one of the students at the Teec Nos Pos site needs tutoring. Sherietta said she will contact DJ and find out if there is an available tutor for the student.

### **VIII. Project Success - Achieving the Dream (ATD)**

- A. Emergency Aid
- B. GradReady
- C. Students' Performance for 15 to Finish

Dean Henry mentioned that the ATD funding will be extended and they'll let us know by next month regarding the new award.

Dr. Agbaraji asked if the emergency aid is available to students at all sites. Dean Henry said it is open to all students who are eligible.

Sherietta noted that new students don't want to take 15 credit hours per semester; it is overwhelming for them, so they prefer to take 12 credit hours and then make up 15 credit hours during the intersession and summer semester.

### **IX. Protocol for Inclement Weather Delays**

#### **X. Next Meeting Date**

The next meeting is scheduled for April 12, 2023, at 10 a.m.

#### **XI. Adjournment**

Sherietta moved to adjourn the meeting at 11:27 a.m. Dr. Becenti seconded the motion.