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NAVAJO TECHNICAL UNIVERSITY

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Department Chairs Meeting Minutes	Attendees: <ul style="list-style-type: none">✓ Dr. Dianna Dekelaita-Mullet, Assistant Professor of Counseling✓ Dr. Siri Tuttle, Professor of Linguistics/Diné Studies✓ Christine Reidhead, Assistant Professor of Business✓ Dr. Irene Ane-Anyangwe, Professor of Biology✓ Virgil House, Technical Instructor of Electrical Trades✓ Dr. Cheryl Tom, Assistant Professor of Early Childhood✓ Dr. Frank Stomp, Associate Professor of Computer Science✓ Dr. Delores Becenti, Director of Enrollment✓ Jerlynn Henry, Dean of Student Services✓ Kami Morgan, Bookstore Assistant✓ Clinton Desiderio, Director of Communications✓ Dr. Casmir Agbaraji, Dean of Undergraduate Studies
Date:	August 8, 2023
Start Time:	1:38 p.m.
End Time:	2:35 p.m.
Location:	SUB 231

I. Call to Order

Dr. Agbaraji called the meeting to order at 1:38 p.m.

II. Approval of Agenda

Dr. Mullet moved to approve the agenda. Christine seconded the motion.

III. Approval of Meeting Minutes

A. May 5, 2023

Dr. Mullet moved to accept the meeting minutes of May 5, 2023, seconded by Dr. Tuttle.

IV. Book Orders

- A. Late Adoption of Books
- B. Adopted books should be used in class
- C. Students order books at least six weeks before the first the class

Kami stated that some faculty at Chinle and Teec Nos Pos have not yet adopted their books. The last day for students to charge their books is Auguste 28, 2023.

Also, Kami mentioned that that Person Publishing is getting rid of hard copy textbooks.

Dr. Ane-Anyangwe mentioned that the biology students prefer hard copy textbooks.

V. Class Schedules

- A. Schedule classes Monday through Saturday
- D. Post syllabi and course materials on Blackboard for both online and web-enhanced courses

Dr. Mullet recommended sending out a survey to students to find out how many students would like to take classes on weekends and which programs they are interested in taking courses.

VI. Class Registration Update

- A. Fall 2023
- B. Winter Intersession 2023
- C. Spring 2024
- D. Spring Intersession 2024

VII. Enrollment Target for Fall 2023: 2000 Students

- A. Crownpoint Campus: 700
- B. Chinle Site: 300
- C. Kirtland Site: 100
- D. Teec Nos Pos Site: 100
- E. Zuni Site: 100
- F. Online: 200
- G. Dual Credit, NM: 300
- H. Dual Credit AZ: 200

VIII. Student Learning for 2023-2024 Academic Year

- A. Program
- B. Gen Ed.
- C. Co-curricular Assessment

IX. Program Review Update for 2023 – 2024

Dr. Mullet requested a replace for Dr. Shanmugam as member of program since he no longer works for the university.

In addition, the Dr. Mullet mentioned the program will be reviewed during the 2023-2024 academic year and these include the following:

- A. Building Information Modeling
- B. Chemical Engineering
- C. Construction Technology
- D. Energy Systems
- E. Engineering Technology
- F. Environmental Science
- G. Industrial Maintenance and Operations
- H. Law Enforcement
- I. Management Information Systems
- J. Mechanical Engineering

Virgil indicated he would like to offer an associate degree in electrical technology if another instructor is hired. He plans to add a course in monitor control to help students become lead electricians. He further stated that he had 100 % pass rate (four out of four students in class) in the National Center for Construction Education and Research (NCCER) test.

X. Department Chairs for 2023 - 2024 Academic Year

XI. Departmental Reports

- A. Due Dates: 10/6/2023 and 12/1/2023

XII. Next Meeting Date

The next meeting is scheduled for September 1, 2023, at 10:00 a.m.

XIII. Adjournment

Dr. Ane-Anyangwe moved to adjourn the meeting at 2:35 p.m. Clinton seconded the motion.