



Instructional Sites Meeting Minutes	Attendees: <ul style="list-style-type: none">✓ Arlena Benallie, Director for Chinle Site✓ Kelly Chiquito, Registrar✓ Gary Segay, Financial Aid Manager✓ Clinton Desiderio, Director of Communications✓ Sherietta Martinez-Brown, First Year Experience Academic Advisor✓ Howard Kayaani, Assistant Registrar✓ Dr. Delores Becenti, Director of Enrolment Services✓ Jarvis Draper, Recruiter✓ Lorenzo Gurule, Welding Instruct at Kirtland Site✓ Laura Leekela, Student Services Assistant for Zuni Site✓ Kami Morgan, Bookstore Assistant✓ Dr. Casmir Agbaraji, Dean of Undergraduate Studies
Date:	Thursday, July 20, 2023
Start Time:	10:08 a.m.
End Time:	11:16 a.m.
Location:	Zoom

I. Call to Order

Dr. Agbaraji called the meeting to order at 10:08 a.m.

II. Approval of Agenda

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

III. Approval of Meeting Minutes

A. April 12, 2023

Lorenzo moved to accept the meeting minutes of April 12, 2023, seconded by Sherietta.

IV. Class Registration Update

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

V. Adoption of Books – Akademos

Kami said the book adoption is 81% complete for fall classes as of July 20, 2023.

Sherietta suggested setting up a day aside to help students adopt their books.

VI. 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

VII. Marketing and Recruitment

Clinton stated that NTU has a seasonal billboard in Phoenix to display the online programs; two billboards in Farmington; one in Gallup; one at Chinle, one between Window Rock and Gallup; and one in Crownpoint.

Lorenzo pointed out that some people don't know that NTU has an instructional site in Kirtland, so he wants signage for the Kirtland site.

Arlena requested Clinton to come to Chinle to help Jarvis plan a recruitment event that is being planned for the second week of August, and she recommends putting a billboard in Shiprock as well.

VIII. Retention Plan Update

IX. Skyhawk for Success Referrals Update

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

Sherietta mentioned that effective March 2023, Kim Peshlakai took over Skyhawk for Success for returning students, while she oversees first-time in college students.

X. Project Success - Achieving the Dream (ATD)

- A. Emergency Aid
- B. Paid Internship
- C. GradReady
- D. 15 to Finish

Dean Henry said NTU received \$18,000 for emergency aid and \$34,000 for paid internship from ATD this academic year. The application will be available to students when school opens in the fall.

XI. Next Meeting Date

The next meeting is scheduled for August 23, 2023, at 10 a.m.

XII. Adjournment

Clinton moved to adjourn the meeting at 11:16 a.m. Sherietta seconded the motion.