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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. Franklin Sage, Assistant Professor of 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✓ Shasha Han, Assistant Professor of Mathematics✓ Dr. Peter Moore, Teaching Professor of English✓ Dr. Joseph Lamperez, Assistant Professor of English✓ Sherietta Martinez-Brown, First Year Experience Academic Advisor✓ Arlena Benallie, Director for Chinle Site✓ Kelly Chiquito, Registrar✓ Kim Peshlakai, Academic Counselor✓ Kim Longhair, Academic Advisor✓ Dr. Colleen W. Bowman, Provost✓ Jerlynn Henry, Dean of Student Services✓ Dr. Casmir Agbaraji, Dean of Undergraduate Studies
Date:	October 6, 2023
Start Time:	10:20 a.m.
End Time:	11:36 a.m.
Location:	SUB 231/Zoom

I. Call to Order

Dr. Agbaraji called the meeting to order at 10:20 a.m.

II. Approval of Agenda

Sherietta moved to approve the agenda. Dr. Lamperez seconded the motion.

III. Approval of Meeting Minutes

A. September 1, 2023

Virgil moved to accept the meeting minutes of September 1, 2023, seconded by Dr. Lamperez.

IV. Advisement

- A. Course Sequencing
- B. A Grade of “C” or better to proceed to a course that requires a prerequisite
- C. Prerequisite Waivers
- D. Course Substitutions

Dr. Tom pointed out that some CDL students registered for classes without valid IDs. Arlena recommended increasing the minimum age of 18 years requirement for admission into the DCL program. Dr. Agbaraji said he would meet with the Dean of Student Services and increase the minimum age requirement for CDL from 18 to 21 years.

Virgil pointed out that students who earn a “D” in a course and go to the higher level and end up struggling with subsequent courses. Sharon mentioned that students who do not take prerequisites end up struggling with higher level courses, so this issue needs to be addressed.

V. Course Substitution Policy

Kelly presented course substitution policy.

VI. Prerequisite Waiver Policy

Kelly presented Prerequisite Waiver Policy. This is to address the ABET findings that some students have had their courses waived and substituted with proper documentation. Dr. Stomp mentioned that one of the computer science courses requires a prerequisite, but some faculty are waiving it. Dr. Agbaraji stated if a course does not require a prerequisite, there is no point adding it and the waiving it, so it is better to remove the prerequisite entirely to avoid confusion.

Sherietta said that the issue with ABET transcripts happened a long time ago when NTU had only one academic advisor, and there was a high turnover in the registrar’s position three years ago. Now, there are four academic advisors and two counselors on board, so advising should be much better. She suggested that it would be a promising idea for faculty to bring out their course schedules two years in advance, the academic advisors would guide students about which courses will be available every semester.

Dr. Agbaraji recommends adding the faculty advisors to sign the registration forms as well, and if the faculty are not available to sign, the departments chairs could sign on their behalf. He further suggested sending both the Course Substitution and Prerequisite Policies to Dr. Lamperez for edits.

Dr. Sage indicated that if he were to be a student at NTU, he would be confused because there are many advisors – academic advisors and program advisors, so advising should be streamlined.

VII. Attendance Records

A. myNTU (JICS)

Agbaraji informed those who have not been recording student attendance on my NTU (JICS) to start doing so, so we can capture students’ last day of attendance and then refund a portion of the Pell grant for students who withdraw from NTU.

VIII. Registration

- A. Winter Intersession 2023
- B. Spring Semester 2024

IX. Student Learning for 2023-2024 Academic Year

- A. Program Assessment
- B. Gen Ed. Committee Update (Dr. Lamperez and Dr. Moore)
- C. Co-curricular Assessment Update

Dr Mullet presented an update on program assessment, and many faculty have not submitted any information on Google Drive for their program assessment. Faculty who fail to conduct assessment, may have points deducted from their annual performance evaluation.

Dr. Moore and Dr. Lamperez presented an update on Gen Ed assessment,

X. Departmental Reports

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

XI. Next Meeting Date

The next meeting is scheduled for November 3, 2023, at 10:00 a.m.

XII. Adjournment

Dr. Ane-Anyangwe moved to adjourn the meeting at 11:36 a.m. Christine seconded the motion.