

Program Review Committee Meeting

May 3, 2024

11:30 - 12:30 p.m.

Zoom

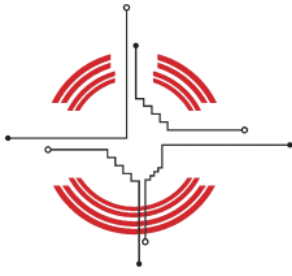
Minutes

- I. Call to Order - 11:30 a.m.
- II. Attendance - See checklist below
- III. Approval of Agenda - Motioned by Anusuya, seconded by Prince
- IV. The PR report is now complete. Will it be necessary for the PRC to meet with the program advisors one last time to review and discuss the report? PRC is asked to provide advice, suggestions, prior ways that the information was shared.

The committee recommends holding an informational presentation for all Faculty during Fall Convocation to share the summary findings of the 2023-24 Program Review. This meeting topic can be combined with the Program Review introduction/training. In the past, these types of convocation meetings have been interactive; for instance, audience is invited to participate in activities such as a short quiz or discussion, and the committee presents small awards (bookstore items such as a pen, mug, folio, etc.) to those who participate.

- V. Cabinet emphasized the importance of program advisors including a budget for addressing challenges they face, and defending it during budget hearings. This recommendation is very important, especially, for the Construction Technology program advisors. This information needs to be communicated to them. Suggestions on how to convey this information?

The budget discussion can also be addressed during the presentation to the Faculty at convocation. The budget is part of the overall picture of a program's health and needs. Budgets should always include line items to support a program's Action Plan. That being



said, there are issues with budget transparency at the Chinle site. The Committee should work closely with the new Chinle chair, Tsosie Schneider, to exchange information.

- VI. There is no consensus on how to proceed with tracking job placement. Career Services has only one staff member, who is overwhelmed. The PRC chairs recommended that program advisors track their own student placements. Should this information be incorporated into the next PR cycle? **PRC will vote on this item.**

Until the university offers more assistance with tracking job placement, program advisors and department chairs will track program job placements (motion to approve by Dr. Fowler, seconded by Sheena; unanimous vote in favor). We will need to inform the Faculty of this change during the presentation at convocation. The committee also recommends that program advisors poll employers to find out how well NTU students are prepared for their jobs.

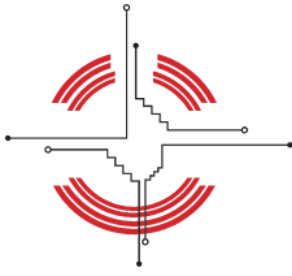
- VII. One of the recommendations is to encourage the reporting of academic assessment data. Programs scheduled for review must participate in **program assessment**; failure to do so will result in a failed review. Prince would like to implement this recommendation for the upcoming academic year. **PRC will vote on this item.** If accepted, the PR guide will be updated to reflect this change.

Motion to approve by Dr. Fowler, seconded by Anusuya; unanimously approved by committee vote. Going forward, programs that fail to participate in their semesterly assessments will fail Program Review and will need to undergo another review the following year. We will need to (1) update the Program Review Guide to show this change, and (2) inform the Faculty during convocation.

- VIII. Prince would like to implement a formal process for monitoring program review action plans. This could be in the form of annual follow-up. This is a great initiative and I am keen on implementing this. **PRC to vote on this item.**

The PRC voted in favor of implementing an annual follow-up on Action Plan progress. This will be done by means of a template or report form. The Program Review Guide must be updated to reflect this change.

The PRC recommended that all Action Plans include references to the NTU Strategic Plan. Dr. Fowler motioned to amend the Program Review Guide accordingly, Dr. Dekelaita seconded the motion, and the committee approved. The Program Review Guide and training materials must be updated to reflect this change. We also recommend



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inviting the Academic Excellence Committee chair to PRC meetings when Strategic Plan is discussed.

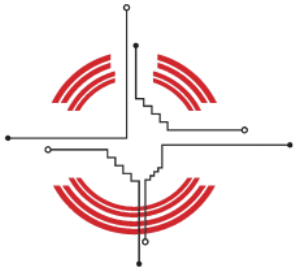
IX. PRC Chair(s) for 2024-25 update

Prince will take on the Chair duties temporarily during the 2024-25 AY. Again, please consider serving as chair of the PRC. The committee members are always willing to assist! The current chairs will help accommodate you; for instance, we can request compensation or a course release for you. The chair role will be much easier now that we have a full time Assessment director!

X. Other items

Outstanding items that need to be addressed next AY include Department Chairs' job description and Compensation; limits on adding new programs; whether or not new programs should be approved by the PRC before going to Faculty; and whether new advanced programs should be allowed before the lower level programs are reviewed for the first time.

XI. Adjournment - 12:36 p.m.



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Attendance

- Begay, Sheena
- Begay, Shawna
- Billiman, Lorencita
- Prince Boahene
- Dekelaita-Mullet, Dianna
- Dey, Arup
- Fowler, Henry
- Harrison-Woody, Tilda
- Nelson, Sharon
- Roastingear, Anita
- Storer, Chris
- Tall, Meriem
- Tom, Brenda
- Vellingiri, Anusuya
- Wheeler, Jennifer