



Department Chairs' Meeting Minutes	Attendees: <ul style="list-style-type: none">✓ Dr. Peter Moore, Teaching Professor of English✓ Dr. Frank Stomp, Associate Professor of Computer Science✓ Dr. Franklin Sage, Assistant Professor of Diné Studies✓ Sharon Nelson, Lecturer of Diné Studies & Faculty Congress President✓ Melvina Jones, Technical Instructor of Baking✓ Christine Reidhead, Assistant Professor of Business✓ Dr. Irene Ane-Anyangwe, Professor of Biology✓ Virgil House, Technical Instructor of Electrical Trades✓ Eugene Hult, Assistant Professor of Creative Writing✓ Shasha Han, Assistant Professor of Mathematics✓ Garrett Yazzie, Coordinator of Kirtland Instructional Site✓ Wanda Jimmie, Assistant Registrar✓ Prince Boahene, Student Learning Coordinator✓ Kelly Dineyazhe-Hunter, ECME Program Director✓ Dr. Delores Becenti, Enrollment Director✓ Kami Morgan, Bookstore Assistant✓ Delila Nakaidinae, Administrative Assistant for Instructional Services
Date:	January 14, 2025
Start Time:	1:35 p.m.
End Time:	2:55 p.m.
Location:	Zoom

I. Call to Order

Dr. Agbaraji called the meeting to order at 1:35 p.m.

II. Approval of Agenda

Dr. Moore moved to approve the agenda. Virgil House seconded the motion.

III. Approval of Meeting Minutes

A. December 6, 2024

Dr. Moore moved to accept the meeting minutes of December 6, 2024, seconded by Virgil House.

Dr. Stomp indicated that his name was omitted in the minutes of December 6th, 2024, meeting. Dr. Agbaraji added Dr. Stomp's name to the December 6th meeting.

IV. Late Submission of Midterms and Final Examinations Grades

Sharon Nelson pointed out that late submission of grades is not the fault of the faculty. For example, last semester, Lupita Chicag submitted her grades in Blackboard, but they were showing in myNTU (JICS).

Dr. Agbaraji stated that Jenzabar is not integrated with Blackboard; therefore, faculty should enter the grades into the NTU database-myNTU (JICS)-so the Registrar can have access to them.

V. Textbook Adoption for Spring 2025

As of January 14, 2025, Kami Morgan noted that 89% of the books for the spring have been adopted and most of the online courses are still to adopt textbooks for the spring. Dr. Sage said that he does not use textbooks, rather he uses journals.

Kami Morgan further said that NTU's contract with Akademos ends this year, so NTU needs to find another vendor for textbooks. She mentioned that if students buy textbooks from the publishers' website, the textbooks are for a lifetime, but if they buy them from a second party, the books are not available as soon as the courses end.

VI. Class Schedules

- A. Spring 2025 Semester
- B. Spring 2025 Intersession
- C. Class Scheduling Conflicts
- D. Office Hours

VII. Upload Syllabi to Google Drive and give access to Department Chairs

Dr. Agbaraji informed Wanda Jimmie to upload all syllabi to a Google Drive and give access to the Department Chairs, so they can retrieve the syllabi to give to new faculty when the need arises.

VIII. New Fiscal Policy - Purchasing Thresholds

- A. \$ 5,000 or less At least one quote
- B. \$ 5,001 - \$50,000 Requires at least (2) competitive quotes
- C. \$ 50,001 - \$99,999 Requires at least (3) competitive quotes
- D. \$100,000 or more. Sealed Bid, Request for Proposal and at least (2) competitive quotes

Sharon Nelson mentioned that Bob Witte and Mariem Tall developed a streamlined travel form last fall and wanted to know the status of the new travel form.

Dr. Agbaraji said that Mariem Tall will be presenting to the faculty on January 16, 2025, and we will bring the new form to her attention at that time.

Regarding students' travel, Dr. Sage pointed out that students do not have money or credit cards for security deposits, and NTU asks students to pay security deposits upon checking in at hotels. He said he takes students to conferences to get professional development.

IX. Student Learning for the 2024-2025 Academic Year

- A. Program Assessment (in-person and online programs)
- B. Gen Ed. Assessment
- C. Co-curricular Assessment
- D. Online Education Assessment
- E. Dual Credit Assessment
- F. Changes made based on assessment (Continuous Improvement)
- G. Weave

Prince Boahene noted that 2022-2023 assessment report was 70% complete, while fall 2024 assessment report is only 30% complete. He said he has developed the assessment template for dual credit and needs the names and email addresses of the dual credit instructors, so he can send the form to them. Regarding Gen Ed. assessment, Prince Boahene stated that goal 2 will be measured this spring, i.e., **think critically, creatively, and reflectively**.

Program review hearings are scheduled for February 13-14, 2025. He further pointed out that the Business Office has not provided the costs for the programs that are under review this academic year.

X. Program Review for 2024-2025

- A. Automotive Technology (Cert & A.A.S.)
- B. Administrative Office Assistant (Cert & A.A.S.)
- C. Computer Science (A.S. & B.S.)
- D. Diné Culture, Lang, & Leadership (B.A., M.A., & Ph.D.)
- E. Early Childhood & Multicultural Education (A.S. & B.S.)
- F. General Studies (A.A.)
- G. Professional Baking (Cert & A.A.S.)
- H. Veterinary Technology (A.A.S.)

XI. Program Review Recommendations for 2023-2024 Academic Year

XII. Skyhawk for Success (Early Alert)

- A. <https://www.navajotech.edu/skyhawk-for-success/>
- B. 1st Week: January 24, 2025
- C. 3rd Week: February 7, 2025
- D. 6th Week: February 28, 2025
- E. 9th Week: March 21, 2025
- F. 12th Week: April 11, 2025

Sharon Nelson pointed out that NTU needs to change the student policy regarding the number of times a student can miss classes for family issues. Dr. Sage noted that if a student misses a class that meets once a week for three hours, this is equivalent to two class sessions. Kelly Hunter also mentioned that one of the online ECME adjuncts is frustrated because of so many absences from a student because of family issues.

Melvina Jones asked if she could still accommodate a student who missed a class more than three times. Dr. Agbaraji mentioned that a faculty member can drop a student from a class after three (3) absences as stated in the NTU catalog under attendance policy.

XIII. Departmental Reports

- A. Due Date: 3/7/2025 and 5/2/2025

XIV. Next Meeting Date

The next meeting is scheduled for February 7, 2025, at 10 a.m. via Zoom.

XV. Adjournment

Dr. Moore moved to adjourn the meeting at 2:55 p.m. Dr. Ane-Anyangwe seconded the motion.