



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 ✓ Kelly Dineyazhe-Hunter, ECME Program Director ✓ Garrett Yazzie, Coordinator of Kirtland Instructional Site ✓ Dr. Reynelle Lowsayatee, Director of Academics & Applied Indigenous Studies, Zuni Site ✓ Prince Boahene, Student Learning Coordinator ✓ Jerlynn Henry, Dean of Student Services ✓ Dr. Delores Becenti, Enrollment Director ✓ Kim Peshlakai, Academic Counselor/ Title IX Coordinator ✓ Sheena Begay, Director of Institutional Research and reporting ✓ Delila Nakaidinae, Administrative Assistant for Instructional Services ✓ Dr. Casmir Agbaraji, Dean of Undergraduate Studies
Date:	February 7, 2025
Start Time:	10:06 a.m.
End Time:	11:34 a.m.
Location:	Zoom

I. Call to Order

Dr. Agbaraji called the meeting to order at 10:06 a.m.

II. Approval of Agenda

Shasha Han moved to approve the agenda. Dr. Ane-Anyangwe seconded the motion.

III. Approval of Meeting Minutes

A. January 14, 2025

Shasha Han moved to accept the meeting minutes of January 14, 2025, seconded by Dr. Moore.

IV. Gateway Courses - Institutional Data and Reporting

- A. College Algebra (MATH 1220)
- B. Composition I (ENGL 1110)
- C. Technical communications (ENGL 1210)
- D. Technical Mathematics (MTH 113)

Sheena Begay presented gateway math and English courses from 2017 to 2024. Some students complain that faculty change course modality from in-person to online during the semester. She also presented a student satisfaction survey.

V. Hands-on Experience

Gene Hult asked if NTU has an internship policy both for credit and noncredit.

VI. Student Advising

A. General Education Courses, 1st and 2nd year

B. Place Students in Cohorts

Garret Yazzie stated that some welding students just want to take welding courses during their first semester and maybe one general education course. Also, sometimes courses students need to graduate are not offered.

Sharon Nelson pointed out that some of the Diné Studies go to graduate faculty advisors instead of undergraduate faculty advisors, and the students do not follow their degree checklists.

Kelly Dineyazhe-Hunter mentioned that some early childhood students took upper division courses without taking the lower division courses first. When the students go to advisors, they do not receive correct advising. Again, some students take the courses out of sequence because they want to register enough credit hours to live in the dorm.

Dean Henry asked the faculty to include prerequisites in the catalog if they do not want students to take the upper division course. The catalog supersedes other handbooks. She further stated that students will start to register online by summer.

Gene Hult mentioned that some students in Chinle do not know who their advisors are.

Dr. Agbaraji said he sends out a list of program advisors at the beginning of every academic year to all faculty and will send a copy to Gene Hult.

Dean Henry noted that there is only one advisor at the main campus.

Dr. Agbaraji asked about the status of an interview held a couple of weeks ago.

Dean Henry indicated that hiring recommendations for one academic advisor and one first year experience advisor is being processed. In addition, the updated catalog should be ready by April 2025, and she wants all revisions to curriculum from the faculty before then. She will be presenting to the NTU Board of Regents in May 2025.

Dr. Stomp asked if any changes in prerequisites need to be presented to the Curriculum Committee. Dean Henry responded yes; all curricular changes need the Curriculum Committee approval.

Melvina Jones asked why the NTU recruiter, Brenda Yazzie, invited elementary school students instead of high school students.

VII. Prerequisites

- A. Too many Prerequisites for STEM Programs

VIII. Assign Grades by Due Dates

Dr. Agbaraji mentioned that some faculty do not assign grades. The lack of posting of grades have negative effects on the students' scholarships.

Sheena Begay also pointed out that students will not graduate if their grades are not assigned.

Dr. Moore pointed out that this issue of posting grades may be IT-related. Some faculty post their grades on Blackboard, and they do not appear on my NTU.

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 mentioned that effective fall 2025, program and general education assessment will be done using Weave Education. Spring Assessment Day is scheduled for Friday, March 28, 2025, from 9 a.m. to 12 p.m. For Gen Ed. assessment, goal 2 - think critically, creatively, and reflectively will be measured.

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. Skyhawk for Success (Early Alert) and Instructor-Initiated Withdrawals

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

Kim Peshlakai presented Skyhawk for Success referrals. She received 32 referrals for week 2 and 14 referrals for week 3. Many of them were online students. Many of the students were not logging onto Blackboard. Some of them have single sign-on (SSO) or Blackboard issues. She referred the students to Dody Begay because he is quick at responding to requests.

Sharon Nelson said she dropped a student who was not attending her class.

Dr. Moore commented that there should be commitment from students to attend classes. The commitment should not come from external pressure.

XII. Departmental Reports

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

Melvina Jones read a memo from her department, the School of Culinary Arts, Hospitality, and Tourism, to the Business Office. According to Melvina Jones, her department wants the Business Office to send out an email to the employees for any changes in policies and procedures.

XIII. Next Meeting Date

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

XIV. Adjournment

Dr. Moore moved to adjourn the meeting at 11:34 a.m. Sharon Nelson seconded the motion.