



<b>Department Chairs’ Meeting Minutes</b>	<b>Attendees:</b> <ul style="list-style-type: none"><li>✓ Dr. Peter Moore, Teaching Professor of English</li><li>✓ Dr. Frank Stomp, Associate Professor of Computer Science</li><li>✓ Melvina Jones, Technical Instructor of Baking</li><li>✓ Christine Reidhead, Assistant Professor of Business</li><li>✓ Dr. Irene Ane-Anyangwe, Professor of Biology</li><li>✓ Virgil House, Technical Instructor of Electrical Trades</li><li>✓ Eugene Hult, Assistant Professor of Creative Writing</li><li>✓ Shasha Han, Assistant Professor of Mathematics</li><li>✓ Kelly Dineyazhe-Hunter, ECME Program Director</li><li>✓ Garrett Yazzie, Coordinator of Kirtland Instructional Site</li><li>✓ Prince Boahene, Student Learning Coordinator</li><li>✓ Jerlynn Henry, Dean of Student Services</li><li>✓ Kim Peshlakai, Academic Counselor/ Title IX Coordinator</li><li>✓ Kami Morgan, Bookstore Assistant</li><li>✓ Delila Nakaidinae, Administrative Assistant for Instructional Services</li><li>✓ Dr. Casmir Agbaraji, Dean of Undergraduate Studies</li></ul>
<b>Date:</b>	April 11, 2025
<b>Start Time:</b>	10:33 a.m.
<b>End Time:</b>	11:36 a.m.
<b>Location:</b>	Zoom

### **I. Call to Order**

Dr. Agbaraji called the meeting to order at 10:33 a.m.

### **II. Approval of Agenda**

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

### **II. Approval of Meeting Minutes**

A. March 7, 2025

Shasha Han moved to approve the meeting minutes of March 17, 2025, seconded by Dr. Stomp.

### **IV. Due Date for Book Adoption: Six Weeks before the First Day of Class**

A. Spring Intersession: April 7, 2025

B. Summer 2025: April 28, 2025

C. Fall 2025: July 7, 2025

Dr. Agbaraji said if books are not ordered six weeks before the first day of class, the previous semester books will be adopted.

## **V. Class Schedules for Summer and Fall 2025**

Dr. Stomp asked if engineering created a computer skills for engineering course instead of taking introduction to computers. In addition, the question why students who have been familiar with computers take introduction to computers, especially computer science students, was asked.

Dean Henry pointed out that most associate degree programs did not arrange Gen Ed. semester by semester, so it will be easier to input their classes in advisory trees (Jenzabar). Additionally, there are many prerequisites for physics courses, and it's taking students long to start taking their major courses.

## **VI. Student Learning Update 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 presented fall 2024 assessment completion.

School of Applied Technology (trades): 50%

School of Arts and Humanities: 80%

School of Business: 100%

Diné Studies: 33.33%

School of Engineering, Math, and Technology: 50%

Additionally, Prince Boahene presented program review report for 2024-2025 academic year.

The program review strengths include the following:

1. Student motivation and success: 6%
2. Recognition and institutional impact: 8%
3. Flexible and accessible education: 12%
4. Hands-on experience: 14%
5. Cultural and community integration: 16%
6. Strong faculty and instructional support: 24%
7. High job placement: 20%

Program challenges are as follows:

1. Logistical and external reviews: 8%
2. Administrative and institutional support issues: 8%
3. Student engagement and advisement: 10%
4. Infrastructure and equipment limitation: 12%
5. Enrollment and retention challenges: 12%
6. Student academic preparedness and Performance: 15%
7. Limited resources and budget constraints: 15%
8. Faculty shortage and heavy workloads: 20%

Dr. Agbaraji mentioned that NTU will purchase a modular building to be placed behind the SUB for a writing center.

Dr. Moore asked who is going to staff the writing center.

Dr. Agbaraji said that NTU will use faculty volunteers and hire student tutors to work at the writing center.

Dr. Moore further stated that NTU needs to hire dedicated staff to oversee the writing center, have a budget for it, and develop an institutional culture for competency and writing.

## **VII. Program Review Report for 2024-2025**

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

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

B. 12<sup>th</sup> Week: April 11, 2025

Kim Peshlakai resented Skyhawk for Success Update.

Week 9: two referrals

Week 10: No referral

Week 11: Three referrals

Week 12: Five referrals

Prince Boahene asked Kim Peshlakai if she gets back to faculty after contacting the students because he sent referrals to Skyhawk for Success to the advisors, but he did receive any feedback.

Garret Yazzie asked if Kirtland and Teec have access to online tutoring because there are no tutors at those sites.

## **IX. Departmental Reports**

A. Due Date: 5/5/2025

## **X. Spring 2025 Graduation: May 16, 2025, at 10 a.m.**

Dr. Becenti informed faculty to come early for graduation. Faculty are expected to arrive at 9 a.m. in the SUB Game Room.

## **XI. Open Discussion**

Shasha Han asked why HR is dividing the annual faculty contact hours by 1,680 hours for nine months instead of 1,600 hours.

Dr. Agbaraji said he would find out from HR because fall faculty convocation has been reduced by one week, so faculty will be working 1,600 hours per academic year instead of 1,640 hours.

## **XII. Next Meeting Date**

The next meeting is scheduled for May 2, 2025, at 10 a.m. via Zoom.

## **XIII. Adjournment**

Dr. Moore moved to adjourn the meeting at 11:36 a.m. Prince Boahene seconded the motion.