



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✓ 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✓ Prince Boahene, Student Learning Coordinator✓ Jerlynn Henry, Dean of Student Services✓ Delila Nakaidinae, Administrative Assistant for Instructional Services✓ Dr. Casmir Agbaraji, Dean of Undergraduate Studies
Date:	May 2, 2025
Start Time:	10:02 a.m.
End Time:	11:09 a.m.
Location:	Zoom

I. Call to Order

Dr. Agbaraji called the meeting to order at 10:02 a.m.

II. Approval of Agenda

Dr. Moore moved to approve the agenda. Dr. Stomp seconded the motion.

III. Approval of Meeting Minutes

A. April 11, 2025

Dr. Moore moved to approve the meeting minutes of April 11, 2025, seconded by Dr. Stomp.

IV. Final Examinations Schedule

Dr. Agbaraji pointed out that faculty should not be giving early exams, to ensure that contact hours for the semester are met.

Dr. Agbaraji also commented that the final exam schedule should be listed on the syllabi which is a contract between faculty and students that all faculty should abide by. The Registrar should have an archive of all previous syllabi.

V. Due Date for Book Adoption: Six Weeks before the First Day of Class

A. Fall 2025: July 7, 2025

B. The deadline for spring and summer book adoption has passed.

VI. Revised Academic Calendar

VII. Faculty Work Hours per Academic Year

VIII. Excerpts from Department Chairs Reports

A. Use of AI for Assignments

B. AI Policy

C. Student Advisement

Christine Reidhead said a student is using AI in her class and would like to know what the NTU policy on AI is.

Dr. Agbaraji pointed out that faculty can use SafeAssign feature in Blackboard Ultra to detect plagiarism.

Prince Boahene mentioned that he allows students to use AI in his classes to generate ideas.

Christine Redihead mentioned that she uses SafeAssign to track plagiarism, but it does not detect AI.

Dr. Moore pointed out that allowing students to use AI is not recommendable for learning.

Gene Hult noted that he uses Grammarly to check plagiarism.

IX. Student Learning Update for the 2024-2025 Academic Year

Prince Boahne said that faculty need to complete their program assessment in Weave by May 26, 2025.

X. Program Review

A. Report for 2024-2025

B. Review of Program Review Guide

C. People Responsible for Implementation of Program Review Recommendations

Dr. Agbaraji recommended adding a Table of Contents to the Program Review Guide.

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

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

XII. Spring 2025 Graduation: May 16, 2025, at 10 a.m.

XIII. Departmental Reports

A. Due Date: 5/5/2025

XIV. Open Discussion

Dr. Stomp inquired about the timeline for sharing Google Drive for syllabi uploads.

Dean Henry noted that the admissions team has not been able to retrieve the syllabi and other files that were misplaced by the previous registrars; however, they are backtracking to find all files and documents. She stated they will have an update within the next few weeks.

Dr. Agbaraji requested a track record of all syllabi for at least the last three years.

Arlena Benallie mentioned that faculty teaching the same classes should use identical syllabi to ensure the same student outcomes.

Dr. Moore stated that standardized template should be lanced with academic freedom to allow each faculty to incorporate their own ideas.

XV. Next Meeting Date

The next meeting is scheduled for August 12, 2025, at 1:30 p.m. the SUB Meeting Room 231.

XVI. Adjournment

Dr. Moore moved to adjourn the meeting at 11:09 a.m. Dr. Stomp seconded the motion.