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# NAVAJO TECHNICAL UNIVERSITY

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<b>Committee for Institutional Effectiveness (CIE) Meeting Minutes</b>	<b>Attendees:</b> <ul style="list-style-type: none"><li>✓ Dr. Colleen W. Bowman, Provost</li><li>✓ Dr. Delores Becenti, Director of Enrollment Services</li><li>✓ Dr. Peter Moore, Teaching Professor of English</li><li>✓ Aanor Louis, Teaching Assistant Professor of New Media</li><li>✓ Brian Connolly, Teaching Assistant Professor of English</li><li>✓ Wanda Cooke, Human Resources Director</li><li>✓ Dr. Coleen Arviso, Director of E-Learning</li><li>✓ Dr. Jason Arviso, Vice President of Operations</li><li>✓ Stephanie Arthur, Coordinator of Kirtland Instructional Site</li><li>✓ Cynthia Dayish, Administrative Assistant for Instructional Services</li><li>✓ Jerlynn Henry, Dean of Student Services</li><li>✓ Arlena Benallie, Director of Chinle Instructional Site</li><li>✓ Dr. Reynelle Lowsayatee, Director of Academics &amp; Applied Indigenous Studies, Zuni Site</li><li>✓ Sheena Begay, Director of Institutional Data &amp; Reporting</li><li>✓ Clinton Desiderio, Director of Communications</li><li>✓ Dr. Casmir Agbaraji, Dean of Undergraduate Studies</li></ul>
<b>Date:</b>	Wednesday, February 7, 2024
<b>Start Time:</b>	9:02 a.m.
<b>End Time:</b>	10:51 a.m.
<b>Location:</b>	Zoom

## **I. Call to Order**

Dr. Agbaraji called the meeting to order at 9:02 a.m.

## **II. Approval of Agenda**

Dr. Moore moved to approve the agenda. Brian Connolly seconded the motion.

## **III. Approval of Meeting Minutes**

A. January 12, 2024

Dr. Moore moved to accept the meeting minutes of January 12, 2024, seconded by Brian Connolly.

## **IV. Interim to Report to HLC by April 1, 2024**

A. A process of evaluating qualifications of all dual credit instructors has been developed and implemented.

B. A process of collecting and evaluating syllabi used for dual credit courses has been developed and implemented to ensure dual-credit courses have the same learning outcomes as courses taught at the college.

Dr. Agbaraji mentioned that we need to document that all syllabi for both dual credit and on-campus instructions are the same.

Alena asked if there are going to be standardized syllabi for all courses?

Dr. Becenti noted that there is a standardized syllabus template, and there is a repository on the website for syllabi.

**V. Listening Sessions in Spring and Fall for 2025-2030 Strategic Plan**

- A. Chinle: March 5, 2024, 10 - 11 a.m.
- B. Kirtland: April 10, 2024, 10 - 11 a.m.
- C. Teec Nos Pos: April 10, 2024, 2 - 3 p.m.
- D. Zuni: April 24, 2024, 10 - 11 a.m.

Brian pointed out that the week of March 4<sup>th</sup> will not be good for the listening sessions because of midterm exams. It was agreed to hold the listening sessions on the following dates and times:

March 27, 2024, at 10 a.m., Chinle  
April 10, 2024, at 10 a.m., Kirtland  
April 10, 2024, at 2 p.m., Teec Nos Pos  
April 24, 2024, at 10 a.m., Zuni

**VI. Draft Strategic Plan for 2025-2030**

Regarding the student housing, Dr. Becenti mentioned that the Navajo Housing Authority (NHA) wants NTU to submit another application for funding.

Brian Connolly pointed out that providing adequate infrastructure will improve retention and graduation rates. He further recommended making communication as priority 2.

Also, Arlena Benallie indicated that hiring more adjunct faculty will improve completion rate.

Wanda Cooke commented that the cost-of-living adjustment (COLA) is done annually and should not be part of the strategic plan.

Stephanie Arthur expressed that students should get their refunds from financial aid through direct deposit to avoid losing their checks in the mail.

Dr. J. Arviso stated that NTU wants to take a loan to fund capital projects, but the board does not want NTU to take a loan.

Dr. C. Arviso suggested having online education as a separate priority for the strategic plan.

**VII. Proposed New Academic Programs for 2025-2030**

**VIII. Next Meeting Date**

The next meeting is scheduled for Wednesday, May 1, 2024, at 9 a.m. via Zoom.

**IX. Adjournment**

Dr. Bowman moved to adjourn the meeting at 10:51 a.m. Brian Connolly seconded the motion.