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NAVAJO TECHNICAL UNIVERSITY

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| Committee for Institutional Effectiveness (CIE) Meeting Minutes | Attendees: <ul style="list-style-type: none">✓ Dr. Delores Becenti, Director of Enrollment Services✓ Brian Connolly, Teaching Assistant Professor of English✓ Dr. Peter Moore, Teaching Professor of English✓ Garrett Yazzie, Coordinator of Kirtland Instructional Site✓ Jerlynn Henry, Dean of Student Services✓ Dr. Colleen W. Bowman, Provost✓ Wanda Cooke, Human Resources Director✓ Mariem Tall, Finance Director✓ Dr. Coleen Arviso, Director of E-Learning✓ Clinton Desiderio, Director of Communications✓ Sheena Begay, Director of Institutional Data and Reporting✓ Arlena Benallie, Director of Chinle Site✓ Ron Begay, Safety Officer✓ Wanda Jimmie, Interim Registrar✓ Delila Nakaidinae, Administrative Assistant for Instructional Services✓ Dr. Casmir Agbaraji, Dean of Undergraduate Studies |
| Date: | Wednesday, December 18, 2024 |
| Start Time: | 10:03 a.m. |
| End Time: | 10:33 a.m. |
| Location: | Zoom |

I. Call to Order

Dr. Agbaraji called the meeting to order at 10:03 a.m.

II. Approval of Agenda

Dr. Moore moved to approve the agenda. Dean Henry seconded the motion.

III. Approval of Meeting Minutes

A. December 5, 2024

Dr. Moore moved to accept the meeting minutes of December 5, 2024, seconded by Brian Connolly.

IV. Strategic Plan Accomplishments for 2024 and Presentation to the Board on 1/17/2025

Priority 1. Academic Excellence (Provost, Deans & Directors)

Priority 2. Financial Services (Finance Director)

Priority 3. Communication and Institutional Research (Director of Communications & Director of Institutional Data & Reporting)

Priority 4. Infrastructure (VP of Operations & Director of Support Services)

Priority 5. Development of Instructional Sites (Site Coordinators & Directors)

Priority 6. Sustainability (VP of Operations & HR Director)

V. Draft Strategic Plan for 2025-2030

Priority 1. Financial Stability and Communication

Priority 2. Infrastructure, Safety, and Security

Priority 3. Student Success

Priority 4. Online Learning and Academic Technologies

Dr. C. Arvio asked when the 2025-2030 strategic plan will be approved by the Board of Regents. Dr. Agbaraji indicated that the Board will review the strategic plan during its retreat in March 2025. Dr. C. Arvio mentioned that it would be better for the Board to approve the new strategic plan in January instead of waiting until March, so employees can start implementing the new priorities at the beginning of the year.

VI. Academic Calendars for 2025-2030

Wanda Cooke said that if faculty return a week before classes in the fall, they will lose 40 hours of pay for the academic year, which means they will work 1600 hours instead of 1640 hours for the entire academic year. Wanda Cooke recommended that Sharon Nelson write a letter to the President and request that the academic calendars be changed, so faculty can return a week before classes every fall instead of two weeks before classes. If the President approves the request, then the new dates can be added to academic calendars.

Dr. Becenti suggested having finals Monday through Wednesday and grades due on Thursday. This will enable the Registrar to decide students who will get honor cords on graduation day, recognizing their academic achievements. Additionally, she recommended ending late registration with fees and having the last day to register as Friday before classes begin.

Dr. Moore noted that there are not many students on campus during Thanksgiving week and because of that he changes his classes to online during Thanksgiving.

Brian Connolly recommended combining Fall Break with Thanksgiving week, so faculty and students can have the entire Thanksgiving off.

Sheena Begay suggested adding a census date to the academic calendar, i.e., three weeks after classes begin (third Friday after classes start). Furthermore, she recommended adding the course evaluation start and end date, which starts two weeks before finals and ends on Friday before finals.

Dr. Agbaraji will make the recommended changes for the 2025-2030 academic calendars (**i.e., add a census date, delete late registration date, last day for registration is the Friday before classes begin, add course evaluation period for two weeks before finals, combine fall break with Thanksgiving week, conduct finals for three days, grades are due on the Thursday before graduation, and faculty return date in the fall**) and send edits to the CIE members for review before they are presented to the faculty, cabinet, and the Board of Regents for final approval.

VII. Next Meeting Date

The next meeting is scheduled for January 8, 2025, at 9 a.m. via Zoom.

VIII. Adjournment

Clinton Desiderio moved to adjourn the meeting at 10:33 a.m. Dr. Moore seconded the motion.