



<b>Department Chairs Meeting Minutes</b>	<b>Attendees:</b> <ul style="list-style-type: none"><li>✓ Dr. Dianna Dekelaita-Mullet, Associate Professor of Counseling</li><li>✓ Dr. Franklin Sage, Assistant Professor of Diné Studies</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>✓ Dr. Frank Stomp, Associate Professor of Computer Science</li><li>✓ Tsosie Schneider, Assistant Professor of Information Technology</li><li>✓ Shasha Han, Assistant Professor of Mathematics</li><li>✓ Dr. Reynelle Lowsayatee, Director of Academics &amp; Applied Indigenous Studies, Zuni Site</li><li>✓ Prince Boahene, Student Learning Coordinator</li><li>✓ Kelly Chiquito, Registrar</li><li>✓ Arlena Benallie, Director of Chinle Site</li><li>✓ Dr. Casmir Agbaraji, Dean of Undergraduate Studies</li></ul>
<b>Date:</b>	March 1, 2024
<b>Start Time:</b>	10:05 a.m.
<b>End Time:</b>	11:15 a.m.
<b>Location:</b>	Zoom

**I. Call to Order**

Dr. Agbaraji called the meeting to order at 10:05 a.m.

**II. Approval of Agenda**

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

**III. Approval of Meeting Minutes**

A. February 2, 2024

Shasha moved to accept the meeting minutes of February 2, 2024, seconded by Prince.

**IV. Creating Jenzabar PRs**

**V. Due Date for Course Request Forms, March 8, 2024**

- A. Spring intersession 2024
- B. Summer 2024
- C. Fall 2024
- D. Spring 2025

**VI. Student Learning for 2023-2024 Academic Year**

- A. Program Assessment
- B. Gen Ed. Assessment
- C. Co-curricular Assessment
- D. Changes made based on assessment (Continuous Improvement)

Prince presented the program assessment update. As of March 2, 2024, the School of Arts and Humanities had the highest completion rate of 83%, while the School of Applied Technology had the lowest program assessment completion rate of 4.2%.

**VII. Program Review**

- A. 2023-2024 Reviews
- B. 2025-2029 Review Cycle

**VIII. Recruitment and Retention Policy**

**IX. Collaboration with all Instructional Sites**

- A. Invite programs advisors from other sites to monthly departmental meetings.

**X. Student Handbook**

- A. Disciplinary Action
- B. Diversity, Equity, and Inclusion (DEI)

Dean Henry presented the student handbook to the department chairs and requested their input.

Dr. Sage asked if there is an AI policy that can be included in the student handbook.

Dr. Mullet pointed out that we need to educate the students regularly about plagiarism, and we don't need to add trauma to some students who are already traumatized.

Dr. Sage recommended disenrolling graduate students for the first offense of plagiarism because the students should know how to cite references at graduate level.

Tsosie suggested that department chairs should have control over adjunct faculty because some adjuncts have been passing students who should not have been in some programs.

**XI. Skyhawk for Success Referral**

- A. <http://www.navajotech.edu/skyhawk-for-success>
- B. 9<sup>th</sup> Week: March 15, 2024
- C. 12<sup>th</sup> Week: April 5, 2024

**XII. Departmental Reports**

- A. Due Date: 5/3/2024

**XIII. Next Meeting Date**

The next meeting was scheduled for April 5, 2024, at 10 a.m.

**XIV. Adjournment**

The meeting was adjourned at 11:15 a.m.