



Department Chairs Meeting Minutes	Attendees: <ul style="list-style-type: none">✓ Dr. Dianna Dekelaita-Mullet, Associate Professor of Counseling✓ Dr. Franklin Sage, Assistant Professor of Diné Studies✓ Christine Reidhead, Assistant Professor of Business✓ Dr. Irene Ane-Anyangwe, Professor of Biology✓ Virgil House, Technical Instructor of Electrical Trades✓ Dr. Frank Stomp, Associate Professor of Computer Science✓ Tsosie Schneider, Assistant Professor of Information Technology✓ Shasha Han, Assistant Professor of Mathematics✓ Jerlynn Henry, Dean of Student Services✓ Prince Boahene, Student Learning Coordinator✓ Dr. Delores Becenti, Director of Enrollment✓ Kelly Chiquito, Registrar✓ Jacqueline Beday, Administrative Assistant for Chinle Site✓ Dr. Casmir Agbaraji, Dean of Undergraduate Studies
Date:	May 3, 2024
Start Time:	10:03 a.m.
End Time:	10:40 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. Mullet moved to approve the agenda. Dr. Ane-Anyangwe seconded the motion.

III. Approval of Meeting Minutes

A. March 1, 2024

Dr. Mullet pointed out that her title in the March meeting minutes was wrong, and Dr. Agbaraji said that the error would be corrected. Therefore, Dr. Mullet moved to accept the meeting minutes of March 1, 2024, seconded by Shasha.

IV. Updated Syllabus Template

Dr. Becenti suggested adding a weblink of the AI policy in the syllabus template.

V. Enrollment Update

A. Spring intersession 2024

B. Summer 2024

C. Fall 2024

D. Spring 2025

Kelly presented the enrollment update.

VI. Class Schedule

- A. No changing of modes of instruction approved in the class schedule.

VII. 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 assessment report. As of May 3, 2024, only 23 out of 47 programs completed the program assessment for fall 2023-2024, i.e., 49% completion rate.

For the general education assessment, only 9 out of 24 faculty completed their assessment reports in fall 2023 - 38% completion.

An assessment training session will be held in Chinle on May 9, 2024.

For co-curricular assessment, thirty-one (31) responses were received from students.

VIII. Program Review for 2024-2025

- A. Automotive Technology (Cert & A.A.S.)
- B. Administrative Office Assistant (Cert & A.A.S.)
- C. Computer Science (A.S. & B.S.)
- D. Diné Culture, Lang, & Leadership (B.A., M.A., & Ph.D.)
- E. Early Childhood & Multicultural Education (A.S. & B.S.)
- F. General Studies (A.A.)
- G. Professional Baking (cert & A.A.S.)
- H. Veterinary Technology (A.A.S.)

Prince mentioned that the 2023-2024 program review report was presented to the cabinet members on April 15, 2024. In addition, eight (8) programs are scheduled for review during the 2024-2025 academic year.

IX. Recruitment and Retention Policy

X. Emburse Cards

- A. Prepaid Credit Card
- B. Restrictions: Hotels, Flights, and Ground Transportation

Dr. Agbaraji encouraged faculty to ensure they have enough money on their Emburse cards to avoid being declined due to insufficient funds. The Emburse card is restricted to hotels, airfare, and ground transportation costs.

Dr. Sage pointed that his Emburse Card was declined in Phoenix and Tucson even though he had sufficient fund on his Emburse Card. Dr. Sage also pointed out that a couple of his students attended a conference last semester and both of about them got bills of about \$1,500 and \$800, respectively. The students didn't receive travel advance, and the students submitted all their receipts, and they don't know why they received bills.

Dean Herry mentioned that if those students didn't submit their hotel and airplane receipts, the Business Office will charge them. Dean Henry requested the names of the students that attended the conference from Dr. Sage, so she can find out why the Business Office charged them.

XI. Graduation, May 10, 2024, at 10 a.m. in the Wellness Center

Dr. Becenti asked faculty to be at the Wellness Center on May 10, 2024, at 9:30 a.m. and line up for graduation.

XII. Departmental Reports

A. Due Date: 5/3/2024

XIII. Next Meeting Date

The next meeting is scheduled for August 6, 2024, at 1:30 p.m. in SUB 231.

XIV. Adjournment

Dr. Ane-Anyangwe moved to adjourn the meeting at 10:40 a.m. Virgil seconded the motion.