



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 ✓ Sharon Nelson, Lecturer 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 ✓ Eugene Hult, Assistant Professor of Creative Writing ✓ Shasha Han, Assistant Professor of Mathematics ✓ Dr. Colleen W. Bowman, Provost ✓ Jerlynn Henry, Dean of Student Services ✓ Dr. Wesley Thomas, Interim Graduate Dean ✓ Dr. Coleen Arviso, Director of E-Learning ✓ Chris Yazzie, IT Technician ✓ Prince Boahene, Student Learning Coordinator ✓ Dr. Delores Becenti, Director of Enrollment ✓ Kelly Chiquito, Registrar ✓ Dr. Reynelle Lowsayatee, Director of Academics & Applied Indigenous Studies, Zuni Site ✓ Belinda Tsabetsaye, A:shiwi College ✓ Dr. Frank Todacheeny, Coordinator of Teec Site ✓ Garrett Yazzie, Coordinator of Kirtland Site ✓ Dr. Casmir Agbaraji, Dean of Undergraduate Studies
Date:	August 6, 2024
Start Time:	1:32 p.m.
End Time:	2:45 p.m.
Location:	SUB 231/Zoom

I. Call to Order

Dr. Agbaraji called the meeting to order at 1:32 p.m.

II. Approval of Agenda

Dr. Mullet moved to approve the agenda. Sharon Nelson seconded the motion.

III. Approval of Meeting Minutes

A. May 3, 2024

Dr. Mullet moved to accept the meeting minutes of May 3, 2024, seconded by Sharon Nelson.

IV. Updated Syllabus Template

Dr. Stomp suggested uploading the syllabus templated to the website.

V. Job Placement

A. Compile a list very semester to show where graduates from departments work after graduation

VI. Term Limit for Department Chairs

A. “Each Chair serves a term of two (2) years”, Faculty Handbook

Dr. Mullet recommended that no department chair should serve continuously for more than five (5) years with a course release. If a department chair writes proposals, the chair can get an additional course release.

Dr. Mullet recommended a course release for each department chair and no department chairs should serve continuously for more than five years.

VII. Enrollment Update

- A. Fall 2024
- B. Winter 2024 Intersession
- C. Spring 2025
- D. Spring 2025 Intersession

VIII. Enrollment Target for Fall 2024: 1850 Students

Location	2024-2025 Enrollment Target
Crownpoint Campus	600
Chinle Site	300
Kirtland Site	50
Teec Nos Pos Site	50
Zuni Site	100
Online	250
Dual Credit, NM	300
Dual Credit, AZ	200
Total	1850

Dr. Becenti said President Guy noticed that the enrollment is down again and wanted to find out if the online registration is implemented.

Kelly Chiquito noted that online registration is not being utilized the way it should be, and students register for classes they do not need.

Dr. Agbaraji pointed out that Jenzabar should be set up in such way that it will not allow students to proceed with registration if they register for classes that are not on their degree checklists.

Dean Henry indicated that there is a way to use the dropdown menu in Jenzabar and ensure that students are taking the classes on their degree checklists. She further stated that the last day for students to order their books was August 23, 2024.

Garrett Yazzie pointed out that an enrollment target of 50 students for the Kirtland site is too high because there are no full-time plumbing instructors and the welding program has only eight (8) workstations, which can only be used in the evenings.

Dr. Bowman suggested offering Diné studies courses during the day at the Kirland site.

IX. Gateway Courses, Persistence, Retention, and Graduation Rates

- A. Technical Mathematics (MTH 113)
- B. College Algebra (MATH 1220)
- C. Composition I (ENGL 1110)
- D. Technical communications (ENGL 1210)

X. Student Learning for 2024-2025 Academic Year

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

Prince Boahene stated that there is a mismatch between student outcome measures and the tools that are used.

Sharon Nelson mentioned the student leaning outcomes for the bachelor's degree, master's degree, and Ph. D. programs in Diné studies need to be reviewed and aligned.

Dr. Arviso wanted to know how the online program outcomes are measured and documented.

XI. 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.)

XII. Final Exam Schedule

XIII. Attendance Records

- A. JICS (myNTU)

XIV. Offer evening and weekend classes

XV. Skyhawk for Success (Early Alert)

- A. <https://www.navajotech.edu/skyhawk-for-success/>
- B. 1st Week: August 23, 2024
- C. 3rd Week: September 6, 2024
- D. 6th Week: September 27, 2024
- E. 9th Week: October 18, 2024
- F. 12th Week: November 8, 2024

XVI. Departmental Reports

- A. Due Dates: 10/4/2024 and 12/6/2024

XVII. Next Meeting Dates: 9/6/2024, 10/4/2024, 11/1/2024, and 12/6/2024, 10 a.m.

The next meeting is scheduled for September 6, 2024, at 10 a.m.

XVIII. Adjournment

Dr. Ane-Anyangwe moved to adjourn the meeting at 2:45 p.m. Virgil House seconded the motion.