



<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>✓ 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. Franklin Sage, Assistant Professor of Diné Studies</li><li>✓ Sharon Nelson, Lecturer of Diné Studies &amp; Faculty Congress President</li><li>✓ Dr. Frank Stomp, Associate Professor of Computer Science</li><li>✓ Eugene Hult, Assistant Professor of Creative Writing</li><li>✓ Shasha Han, Assistant Professor of Mathematics</li><li>✓ Wanda Jimmie, Assistant Registrar</li><li>✓ Prince Boahene, Student Learning Coordinator</li><li>✓ Kelly Dineyazhe-Hunter, ECME Program Director</li><li>✓ Jerlynn Henry, Dean of Student Services</li><li>✓ Danielita Haskey, Academic Advisor for Chinle Site</li><li>✓ Dr. Delores Becenti, Enrollment Director</li><li>✓ Delila Nakaidinae, Administrative Assistant for Instructional Services</li><li>✓ Dr. Casmir Agbaraji, Dean of Undergraduate Studies</li></ul>
<b>Date:</b>	November 1, 2024
<b>Start Time:</b>	10:05 a.m.
<b>End Time:</b>	11:38 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. Mullet moved to approve the agenda. Shasha Han seconded the motion.

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

A. October 4, 2024

Shasha Han moved to accept the meeting minutes of October 4, 2024, seconded by Dr. Stomp.

#### **IV. Excerpts from the Departmental Reports**

- A. Faculty Evaluation Forms
- B. Associate and Bachelor's Degrees in Accounting
- C. Hire more Academic Advisors
- D. Hire more Tutors
- E. Hiring Qualified Faculty
- F. Physics Lab Technician
- G. Faculty Course Load

- H. Chemistry Lab Space
- I. Jenzabar Training
- J. Credit Card to purchase Classrooms and Labs Supplies
- K. Low Enrollment
- L. ADA Compliance in the Nursing Building
- M. Printer in the Nursing Building

Dean Henry stated that she has hired six tutors; however, she is still searching for full-time academic advisors.

Gene Hult noted that when he talks to students at the Chinle Site, they do not know who their advisors are. Dr. Stomp pointed out that a new student was put in the wrong class by one of the academic advisors.

Wanda Jimmie mentioned that Howard Kayaani tracks students at the Chinle site to determine the classes they need each semester.

Dr. Ane-Anyangwe indicated that physics needs its own lab technicians due to the number of lab classes that need to be taught.

#### **V. Teaching Modality**

- A. Frequent Change of Teaching Modality
- B. Office Hours

#### **VI. Amount of Travel per Academic Year**

- A. Frequent Conference Participation
- B. Contact Hours

#### **VII. Book Adoption for Spring 2025**

#### **VIII. Class Schedules**

- A. Winter 2024 Intersession
- B. Spring 2025 Semester
- C. Spring 2025 Intersession

Wanda Jimmie indicated that two college success classes are to be offered online in the spring. However, she needs another session to be offered in-person on the Crownpoint campus. She also pointed out that some classes are overlapping, and she will resolve the issues before sending the schedule to the webmaster to upload to the website.

Sharon Nelson commented that the spring schedule for the Diné studies program will be sent to the registrar by November 1, 2024.

#### **IX. Student Learning for the 2024-2025 Academic Year**

- A. Program Assessment (in-person and online programs)
- B. Gen Ed. Assessment
- C. Co-curricular Assessment

- D. Online Education Assessment
- E. Dual Credit Assessment
- F. Changes made based on assessment (Continuous Improvement)
- G. Weave

Prince Boahene stated that some degree checklists on the website do not match the courses in the catalog. For example, creative writing and new media show on the website as one program; however, in the catalog, it shows as two separate programs.

Dr. Agbaraji pointed out that the creative writing faculty requested last spring that the creative writing program be separate program from new media. The request was sent to the HLC, and it was approved.

Wanda Jimmie said that she sent all degree checklists last week to the webmaster, and more time will be given to him to update them on the website because he works on a part-time basis.

Prince Boahene mentioned that NTU has purchased Weave, online database, to store assessment results, program reviews, curriculum maps, and strategic planning. He is being trained now and will be training the faculty in the spring on how to use Weave.

Furthermore, Prince Boahene indicated that the assessment committee want to have an assessment day. December 6, 2024, will be the assessment day for this fall to hold workshops and resolve any issues that faculty may have. Also, he is planning to create a subcommittee for dual credit assessment.

Additionally, Prince Boahene pointed out the general education assessment is overwhelming for some instructors. For instance, Brian Connolly teaches four English courses and Sharon Nelson teaches four classes of Navajo studies per semester that need to be assessed.

#### **X. 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 Boahene asked those whose programs are under review to submit their reports on Google Drive by January 2025.

#### **XI. Skyhawk for Success (Early Alert)**

- A. <https://www.navajotech.edu/skyhawk-for-success/>
- B. 12<sup>th</sup> Week: November 8, 2024

Danelita Haskey stated that many of the referrals for Chinle are from online math students, and she recommended teaching math classes in-person at the Chinle site instead of online. For

example, intermediate algebra is to be offered online in the spring at the Chinle site, but there should be at least one section of intermediate algebra to be offered in-person.

Dr. Stomp mentioned that after the pandemic many students prefer in-person classes.

Dr. Agbaraji asked Shasha Han, who teaches all her math courses online, how her students are doing.

Shasha Han responded that half of the students withdrew after midterms. She said some online students are not prepared and should participate in online training. Shasha Han further expressed that students have the option of taking online or in-person math classes. Some students prefer online courses because they are more flexible.

Dr. Stomp expressed that employees are still sending mass email messages about non-academic issues. There should be an intranet bulletin board for non-academic information.

## **XII. Departmental Reports**

A. Due Date: 12/6/2024

## **XIII. Next Meeting Date**

The next meeting is scheduled for December 6, 2024, at 10 a.m. in SUB 231.

## **XIV. Adjournment**

Sharon Nelson moved to adjourn the meeting at 11:38 a.m. Dr. Stomp seconded the motion.