Department Chairs' Meeting Minutes	**Attendees:** ✓ Dr. Peter Moore, Teaching Professor of English ✓ Dr. Frank Stomp, Associate Professor of Computer Science ✓ Douglas Capitan, Assistant Professor of Business ✓ Dr. Irene Ane-Anyangwe, Professor of Biology ✓ Virgil House, Technical Instructor of Electrical Trades ✓ Eugene Hult, Assistant Professor of Creative Writing ✓ Shasha Han, Assistant Professor of Mathematics ✓ Dr. Reynelle Lowsayatee, Director of Academics & Applied Indigenous Studies, Zuni Site ✓ Garrett Yazzie, Coordinator of Kirtland Instructional Site ✓ Wanda Jimmie, Assistant Registrar ✓ Prince Boahene, Student Learning Coordinator ✓ Kelly Dineyazhe-Hunter, ECME Program Director ✓ Kim Peshlakai, Academic Counselor/ Title IX Coordinator ✓ Jerlynn Henry, Dean of Student Services ✓ Dr. Delores Becenti, Enrollment Director ✓ Delila Nakaidinae, Administrative Assistant for Instructional Services ✓ Dr. Casmir Agbaraji, Dean of Undergraduate Studies
Date:	December 6, 2024
Start Time:	10:08 a.m.
End Time:	11:00 a.m.
Location:	Zoom

I. Call to Order
Dr. Agbaraji called the meeting to order at 10:08 a.m.

II. Approval of Agenda
Dr. Ane-Anyangwe moved to approve the agenda. Dr. Stomp seconded the motion.

III. Approval of Meeting Minutes
     A. November 1, 2024

Virgil House moved to accept the meeting minutes of November 1, 2024, seconded by Prince Boahene.

IV. Academic Departments
    A. School of Applied Technology
    B. School of Arts and Humanities
    C. School of Business
    D. School of Engineering, Math, and Technology
    E. School of Culinary Arts, Hospitality, and Tourism
    F. School of Science
    G. Graduate Studies

V.   Late Submission of Midterms and Final Examinations Grades

VI.   Textbook Adoption for Spring 2025
Kami Morgan noted only 69% of the faculty have adopted their books for the spring. The deadline for submission of textbook adoption through Akademos was on November 15, 2024, since it takes about four weeks for students to purchase their textbooks before the first day of class, and it takes about three weeks for hard copies to arrive at students' physical addresses.

Faculty need to let Kami Morgan know if they are adopting the same textbooks they used in the previous semester. If not, they need to provide textbook titles, editions, and International Standard Book Number (ISBN).

VII.   Class Schedules
       A. Winter 2024 Intersession
       B. Spring 2025 Semester
       C. Spring 2025 Intersession
       D. Class Scheduling Conflicts
       E. Office Hours
Wanda Jimmie presented the 2024 winter intersession and the spring 2025 enrollment update. As of December 6, 2024, the winter intersession enrollment was sixty-three (63) students, which was 39.68% higher than 2023 winter intersession enrollment. Also, the spring 2025 enrollment was 412 students as of December 6, 2024. Wanda Jimmie further requested the faculty to submit their grades before graduation, so she can notify graduates who will be getting honor cords.

Wanda Jimmie mentioned that she collected syllabi for fall 2024 and hired two interns to put them on Google Drive.

Dr. Stomp mentioned that other institutions allow up to Wednesday of the following week after graduation to submit grades.

Arlena Benallie pointed out that some ECME students may not be able to get their Navajo Nation scholarships if the classes they need are not offered in the spring.

VIII. 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 asked the faculty whose programs are being reviewed this academic year to complete their reports.

IX. 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.)

X. Skyhawk for Success (Early Alert)
   A. https://www.navajotech.edu/skyhawk-for-success/
Kim Peshlakai noted that there were no referrals during the week of November 18th, but she received three referrals during the week of November 24th and one referral in the week December 2nd.

XI. Fall 2024 Graduation on December 13, 2024, at the Wellness Center

XII. Spring Convocation, January 13-17, 2025

XIII. Departmental Reports
   A. Due Date: 12/6/2024

XIV. Next Meeting Date
The next meeting is scheduled for January 14, 2025, at 1:30 p.m. in SUB 231.

XV. Adjournment
Dr. Ane-Anyangwe moved to adjourn the meeting at 11:00 a.m. Dr. Stomp seconded the motion.