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NAVAJO TECHNICAL UNIVERSITY

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Department Chairs Meeting Minutes	Attendees: <ul style="list-style-type: none">✓ Dr. Dianna Dekelaita-Mullet, Assistant Professor of Counseling✓ Dr. Franklin Sage, Assistant Professor of Diné Studies✓ Dr. Siri Tuttle, Professor of Linguistics/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✓ Shasha Han, Assistant Professor of Mathematics✓ Dr. Delores Becenti, Director of Enrollment✓ Dr. Reynelle Lowsayatee, Director of Academics & Applied Indigenous Studies, Zuni Site✓ Arlena Benallie, Director for Chinle Site✓ Dr. Frank Todacheeny, Coordinator for Teec Nos Pos Site✓ Kelly Chiquito, Registrar✓ Dr. Casmir Agbaraji, Dean of Undergraduate Studies
Date:	November 2, 2023
Start Time:	10:06 a.m.
End Time:	11:15 a.m.
Location:	Zoom

I. Call to Order

Dr. Agbaraji called the meeting to order at 10:06 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. October 6, 2023

Dr. Mullet moved to accept the meeting minutes of October 6, 2023, seconded by Dr. Ane-Anyangwe.

IV. Excerpts from Departmental Reports

- A. Uneven Faculty Workload
- B. Centralized Place to house Syllabi
- C. Onboarding Process for New Employees
- D. Faculty Housing
- E. Low Enrollment
- F. A Printer and Computers for Electrical Trades
- G. Lab Technicians for Biology and Physics
- H. Additional Lab Space for Chemistry
- I. Ventilation System for Science Prep Room

Due to uneven workload involved in grading of about six compositions per student, Dr. Mullet recommended that faculty teaching composition courses have 15 students per class for five sessions or 25 students per class for four sessions. Dr. Mullet will write a letter to make such a request on behalf of the English faculty.

V. Improvement of Programs reviewed in 2022-2023

1. Address lab space and equipment issues in Environmental Science
2. Hire additional Full-time instructor for Business Administration
- C. Equip the Law program with advanced instructional technology
- D. Combine the GIT program with Environmental Science
- E. Develop a Math Lab to support Students
- F. Strengthen Recruitment and Retention Efforts

VI. Attendance Records

- A. myNTU (JICS)

VII. Registration

- A. Winter Intersession 2023
- B. Spring Semester 2024
- C. Spring Intersession 2024

As of November 3, 2023, Kelly said 20 students have registered for the winter intersession and 83 students for the spring semester.

Kelly shared the syllabi he had in Google Drive for the last HLC visit. Dr. Agbaraji informed the faculty to send syllabi for fall and spring to Kelly, so he and the webmaster can upload them to a link on the website, where everyone will have access to them, especially for new faculty that need sample syllabi.

VIII. Enrollment Target for Spring 2024: 2000 Students

- A. Crownpoint Campus: 700
- B. Chinle Site: 300
- C. Kirtland Site: 100
- D. Teec Nos Pos Site: 100
- E. Zuni Site: 100
- F. Online: 200
- G. Dual Credit, NM: 300
- H. Dual Credit AZ: 200

To help with the enrollment efforts, Dr. Agbaraji stated that two additional full-time recruiters will be hired, one recruiter will be assigned to Chinle and another to Crownpoint.

IX. Student Learning for 2023-2024 Academic Year

- A. Program Assessment
- B. Gen Ed.
- C. Co-curricular

X. Program Review for 2023-2024

XI. Departmental Reports

- A. Due Date: 12/1/2023

XII. Fall Graduation, December 15, 2023, at 10 a.m.

Dr. Becenti said that 99 students will be graduating this fall, and faculty are expected to be at the SUB for graduation on December 15 at 9 a.m. The dates and times for rehearsal are as follows:

December 4, 2023, from 10 a.m. to 12 p.m.

December 5, 2023, 3 to 5 p.m.

December 11, 2023, 10 a.m. to 2 p.m.

XIII. Next Meeting Date: 12/1/2023, at 10 a.m.

The next meeting is scheduled for December 1, 2023, at 10 a.m.

XIV. Adjournment

Dr. Mullet moved to adjourn the meeting at 11:15 a.m. Christine seconded the motion.