



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✓ 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✓ Dr. Delores Becenti, Director of Enrollment✓ Kelly Chiquito, Registrar✓ Dr. Coleen Arviso, Director of E-Learning✓ Wanda Cooke, Human Resources Director✓ Dr. Casmir Agbaraji, Dean of Undergraduate Studies
Date:	December 1, 2023
Start Time:	8:35 a.m.
End Time:	9:05 a.m.
Location:	Zoom

I. Call to Order

Dr. Agbaraji called the meeting to order at 8:35 a.m.

II. Approval of Agenda

Dr. Mullet moved to approve the agenda. Dr. Stomp seconded the motion.

III. Approval of Meeting Minutes

A. November 3, 2023

Dr. Mullet moved to accept the meeting minutes of November 3, 2023, seconded by Dr. Tom.

IV. Annual Performance Evaluation for Online Faculty

A. Elements of Effective Online Instruction

Dr. Arviso wants collaboration with department chairs and the faculty to evaluate the online courses and provide feedback to enhance online education.

Dr. Mullet expressed the importance of online education to engage students and improve enrollment and retention.

V. Registration

A. Winter Intersession 2023

B. Spring Semester 2024

C. Spring Intersession 2024

D. Signing of Registration and Enrollment Form by Program Advisors and Department Chairs

Kelly pointed out that there is some miscommunication regarding signing the registration forms for students by faculty because some faculty feel they do not have to sign students' registration forms since they're not program advisors. Kelly mentioned that there is a need for a second automotive tech instructor to offer more courses and help students graduate. He further stated that he has not received the electrical

engineering spring course schedule. Dr. Agbaraji said he will follow up on getting a second auto tech instructor and the spring course schedule for the electrical engineering program.

VI. Catalog for 2024-2025

- A. Submission of Curriculum Revision to the Registrar for 2024-2025 Catalog by January 19, 2024

VII. 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

Dr. Stomp asked how the enrollment target for each location was set. Dr. Agbaraji commented that the enrollment numbers were based on historical data.

VIII. Student Learning for 2023-2024 Academic Year

- A. Program Assessment
- B. Gen Ed., Outcome #3: Interact Effectively in Diverse Environments
- C. Co-curricular Assessment

Dr. Mullet indicated that program assessment is going on well, but there is no program assessment and heavy equipment operator. Dr. Agbaraji commented that he will follow up with Colins Woody and Jerrison Jumbo regarding their program assessment reports.

IX. Program Review for 2023-2024

Dr. Mullet pointed out that all self-study reports for programs under review must be completed by the faculty by January 8, 2024, and presentations are scheduled for February 8-9, 2024. As of December 1, 2023, only **building information modeling and mechanical engineering** programs have completed their self-study reports. **Chemical engineering, energy systems, engineering technology, environmental engineering, and industrial maintenance and operations** have not started their reports.

X. Departmental Reports

- A. Due Date: 12/1/2023

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

XII. Next Meeting Date

The next meeting is scheduled for January 9, 2024, at 1:30 p.m.

XIII. Adjournment

Dr. Tom moved to adjourn the meeting at 9: 05 a.m. Dr. Mullet seconded the motion.