



Department Chairs Meeting Minutes	Attendees: <ul style="list-style-type: none"> ✓ Dr. Dianna Dekelaita-Mullet, Assistant Professor of Counseling ✓ Dr. Siri Tuttle, Professor of Linguistics/Diné Studies ✓ Dr. Franklin Sage, Assistant Professor of Diné Studies ✓ Christine Reidhead, Assistant Professor of Business ✓ Dr. Irene Ane-Anyangwe, Associate Professor of Biology ✓ Steven Kollas, Technical Instructor of Automotive Technology ✓ Dr. Gholam Ehteshami, Professor of Chemical Engineering ✓ Shasha Han, Assistant Professor of Mathematics ✓ Dr. Cheryl Tom, Assistant Professor of Early Childhood ✓ Dr. Colleen W. Bowman, Provost ✓ Jerlynn Henry, Dean of Student Services ✓ Arlena Benallie, Director for Chinle Site ✓ Dr. Michelle Kahn-John, Nursing Director ✓ Stephanie Arthur, Coordinator for Kirtland Site ✓ Kelly Chiquito, Registrar ✓ Clinton Desiderio, Director of Communications ✓ Dr. Casmir Agbaraji, Dean of Undergraduate Studies
Date:	October 7, 2022
Start Time:	10:05 a.m.
End Time:	11:05 a.m.
Location:	Zoom

I. Call to Order

Dr. Agbaraji called the meeting to order at 10:05 a.m.

II. Approval of Agenda

Dr. Mullet motioned to approve the agenda and seconded by Dr. Tuttle.

III. Approval of Meeting Minutes

A. September 2, 2022

Dr. Ehteshami motioned to approve the meeting minutes of September 2, 2022, seconded by Steve.

IV. Spring Semester and Spring Intersession for 2023

A. Course Schedules are due on October 14, 2022

B. Spring registration begins on October 24, 2022

C. Book Orders

Kelly informed the faculty to submit spring semester and spring intersession course schedules by October 12, 2022, so they can be reviewed and entered into Jenzabar. He further stated that adjunct faculty need to go through an orientation to learn how to use NTU email, create syllabi, and use Blackboard.

Dr. Mullet mentioned that department chairs don't know that adjuncts are hired until after the semester starts, so it would be better to inform department chairs about adjunct faculty to be hired before classes start.

Since Akademos is not meeting the needs of the students, Dr. Becenti recommended having the bookstore on the agenda during the next meeting. Steve said that it took the Automotive Tech students five weeks this fall to get their access codes. Dr. Sage stated that graduate students haven't received their books and he told them to order their books through Amazon. Dean Henry mentioned that students are given vouchers six (6) weeks before school reopens to order their books.

V. Enrollment and Retention

- A. Marketing for Spring 2023
- B. Recruitment for Spring 2023
- C. Winter Intersession 2022
- D. Enrollment by Programs
- E. Office Hours

Dr. Becenti indicated that the recruitment department is understaffed, but she'll be having more campus visits this academic year. The recruitment department will start inviting high school seniors to visit the campus.

Dr. Agbaraji recommended having targeted advertising for programs with low enrollment. Clinton said he is working on website updates and advertising on social media. Dr. Bowman said that programs with low enrollment need to meet with Clinton to advertise and recruit more students.

VI. Skyhawk for Success

- A. <http://www.navajotech.edu/skyhawk-for-success>
- B. 9th Week: October 21, 2022
- C. 12th Week: November 10, 2022

VII. Student Learning for 2022-2023 Academic

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

VIII. Program Review for 2022-2023 Update

- 1. Advanced Manufacturing Engineering Tech (BAS)
- 2. Animal Science (BS)
- 3. Business Administration (BA)
- 4. Culinary Arts (cert & AAS)
- 5. Geographic Info Tech (cert & AAS)
- 6. Hotel & Restaurant Administration (BAS)
- 7. Enviro Science & Nat Res (cert, AS, & BS)
- 8. Law Advocate & Legal Asst (cert & AAS)
- 9. Mathematics (cert & AS)

Dr. Mullet mentioned that the program review meeting is scheduled for Friday, October 14, 2022, at 1 p.m.

IX. Subcommittee for Faculty Evaluation

- A. Signature Page
- B. Performance-based Evaluation with Scores

Dr. Anyangwe presented the faculty evaluation forms. She said the subcommittee met twice and reviewed the adjunct and full-time faculty evaluation forms and added the ratings of 1 to 5 for each performance expectation.

For the signature page in the evaluation form, Wanda recommend placing HR last after the department chairs and the dean.

X. NTU Licensure Programs

- A. Culinary Arts
- B. Counseling
- C. Early Childhood
- D. Nursing Assistant
- E. Veterinary Technician
- F. Welding

Dr. Tom suggested that Dr Arviso needs to schedule a meeting with department chairs for further clarification regarding licensures in 50 states.

XI. HLC Site Visit for a Ph.D. in Diné Culture and Language Sustainability - Nov. 14 - 15, 2022

XII. Departmental Reports

- A. Due Dates: 10/7/2022 and 12/2/2022

XIII. Next Meeting Date

The next meeting is scheduled for November 4, 2022, at 10 a.m.

XIV. Adjournment

Dr. Ane-Anyangwe motioned to adjourn the meeting at 11:05 a.m. and seconded by Clinton.