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# NAVAJO TECHNICAL UNIVERSITY

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<b>Department Chairs Meeting Minutes</b>	<b>Attendees:</b> <ul style="list-style-type: none"><li>✓ Dr. Dianna Dekelaita-Mullet, Assistant Professor of Counseling</li><li>✓ Dr. Franklin Sage, Assistant Professor of Diné Studies</li><li>✓ Christine Reidhead, Assistant Professor of Business</li><li>✓ Dr. Irene Ane-Anyangwe, Associate Professor of Biology</li><li>✓ Steven Kollas, Technical Instructor of Automotive Technology</li><li>✓ Dr. Gholam Ehteshami, Professor of Chemical Engineering</li><li>✓ Shasha Han, Assistant Professor of Mathematics</li><li>✓ Dr. Cheryl Tom, Assistant Professor of Early Childhood</li><li>✓ Dr. Colleen W. Bowman, Provost</li><li>✓ Jerlynn Henry, Dean of Student Services</li><li>✓ Arlena Benallie, Director for Chinle Site</li><li>✓ Dr. Reynelle Lowsayatee, Director of Academics &amp; Applied Indigenous Studies, Zuni Site</li><li>✓ Stephanie Arthur, Coordinator for Kirtland Site</li><li>✓ Dr. Michelle Kahn-John, Nursing Director</li><li>✓ Kelly Chiquito, Registrar</li><li>✓ Brenda Yazze, Recruiter</li><li>✓ Kami Morgan, Bookstore Assistant</li><li>✓ Sherietta Martinez-Brown, First Year Experience Academic Advisor</li><li>✓ Alex Perry, Webmaster</li><li>✓ Clinton Desiderio, Director of Communications</li><li>✓ Rober Chase, Director of Support Services</li><li>✓ Dr. Casmir Agbaraji, Dean of Undergraduate Studies</li></ul>
<b>Date:</b>	November 4, 2022
<b>Start Time:</b>	10:04 a.m.
<b>End Time:</b>	11:32 a.m.
<b>Location:</b>	Zoom

## **I. Call to Order**

Dr. Agbaraji called the meeting to order at 10:04 a.m.

## **II. Approval of Agenda**

Dr. Ane-Anyangwe moved to approve the agenda, seconded by Dr. Mullet.

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

A. October 7, 2022

Dr. Mullet moved to accept the meeting minutes of October 7, 2022, seconded by Dean Henry.

## **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

Kelly presented an enrollment update. As of November 4, 2022, 12 students have registered for the winter intersession and 125 for the spring semester.

**V. Akademos**

- A. Classes should be entered in Jenzabar 60 days before the first day of class
- B. Book Adoption through Akademos 60 days before the first day of class
- C. Avoid Changing Textbooks 60 days before classes start

Kami pointed out that faculty are supposed to submit their course materials and book orders at least 60 days before the first day of class. According to Kami, as of November 4, 2022, only 57% of the faculty have adopted their books for spring 2023, out of 181 adoptions.

**VI. Enrollment and Retention**

- A. Marketing for Spring 2023
- B. Recruitment for Spring 2023
- C. Targeted Advertising for Programs with Low Enrollment
- D. Retention Plan
- E. Winter Intersession 2022
- F. Enrollment by Programs
- G. Office Hours

Brenda mentioned that she has received brochures from only ten programs. Clinton said the Marketing Department has brochures for all programs. If anyone needs brochures to be updated or printed, the person can contact the Copy Center.

Dr. Becenti suggested having one brochure for each department and list the programs under that department. Dr. Agbaraji pointed out that some students and parents want to see a description of each program and the types of jobs students can do after graduating from each program. Dr. Bowman said both the departmental brochures and individual brochures are important for recruitment.

**VII. Skyhawk for Success**

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

Sherietta stated the following reasons why students withdrew from their courses:

1. Falling behind in their classes
2. Transportation issues
3. Some faculty do not respond to students in a timely manner.

Sherietta mentioned that 52 students are on probation this fall, and she has been working with the students to help them end their probation by improving their GPA. Dean Henry said that she has spent \$20,000 on fuel cards this fall and will order some more.

**VIII. Student Learning for 2022-2023 Academic**

- A. Program
- B. Gen Ed.
- C. Co-curricular Assessment – submit by December 2, 2022 (Gazebo Project, Poster Presentation, Trades Community Outreach, Vet Tech Community Outreach, American Indigenous Business Leaders Competitions, etc.)

**IX. 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 only the math program has completed its self-assessment for program review. The next program review meeting is scheduled for November 4, 2022, at 11:30 a.m.

**X. New Faculty Evaluation Form**

- A. Adjunct
- B. Full-time faculty

**XI. Advisory Board**

- A. Update listing of advisory board members
- B. Bylaws
- C. Meeting Minutes
- D. <http://www.navajotech.edu/about/committees-meeting-minutes>

**XII. Travel**

- A. Submit travel authorizations 14 days in advance (per diem, lodging, and flights)
- B. Submit trip reports within 14 days after each trip (payroll deductions)

Dr. Bowman suggested to department chairs not to sign travel authorization forms for faculty who have not submitted their previous trip reports.

**XIII. Maintenance**

- A. Create SchoolDude Accounts

Mr. Chase told the faculty to contact the office assistant for the Maintenance Department, Tracina Enrico, regarding SchoolDude access.

**XIV. Departmental Reports**

- A. Excerpts from Departmental Reports
  1. Faculty Workload (Animal Science, Automotive, Biology, Business, Construction Tech, Creative Writing, Chemistry, & ECME)
  2. Writing Center Coordinator
  3. Smart Board for the Biology Lab
  4. Low Enrollment
  5. Sporadic Internet Connectivity at Family Housing
  6. No Heat in the Trades Building
  7. Defective Dust Collection System in the Construction Tech Lab
  8. Roof Leaks - Science and Tech Building

- B. Due Date: 12/2/2022

Mr. Chase said that he has repaired the roof leak in TECH 325. He will order some space heaters for the faculty in the trades building without heaters and meet with Tom Bebo regarding the defective dust collection system. Alex mentioned that the smart boards and other IT requests were back-ordered.

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

**XVI. Next Meeting Date**

The next meeting is scheduled for December 2, 2022, at 10 a.m.

**XVII. Adjournment**

Dean Henry moved to adjourn the meeting at 11:32 a.m., seconded by Dr. Ane-Anyangwe.