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NAVAJO TECHNICAL UNIVERSITY

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Department Chairs Meeting Minutes	Attendees: <ul style="list-style-type: none">✓ Dr. Peter Moore, Teaching Professor of English✓ Sharon Nelson, Assistant Professor of Diné Studies✓ Tilda Woody, Assistant Professor of Accounting✓ Dr. Irene Ane-Anyangwe, Associate Professor of Biology✓ Walter Cloud, Technical Instructor of Culinary Arts✓ Dr. Gholam Ehteshami, Professor of Chemical Engineering✓ Shan Han, Assistant Professor of Mathematics✓ Dr. Cheryl Tom, Assistant Professor of Early Childhood✓ Cynthia Dayish, Interim Coordinator for Kirtland Site✓ Robert Chase, Director of Support Services✓ Dr. Casmir Agbaraji, Dean of Undergraduate Studies
Date:	August 9, 2022
Start Time:	1:50 p.m.
End Time:	3 p.m.
Location:	SUB Meeting Room 231/Zoom

I. Call to Order

Dr. Agbaraji called the meeting to order at 1:50 p.m.

II. Approval of Agenda

Dr. Moore motioned to approve the agenda and seconded by Dr. Ehteshami.

III. Department Chairs for 2022-2023 Academic Year

Dr. Agbaraji mentioned that an associate chair for the School of Engineering was created to help Dr. Ehteshami because he supervises about twenty faculty.

IV. Approval of Meeting Minutes

A. May 6, 2022

Dr. Moore motioned to approve the meeting minutes of May 6, 2022, seconded by Shasha.

V. Enrollment and Retention

- A. Marketing
- B. Recruitment
- C. Fall Enrollment Update
- D. Retention Plan

VI. Syllabus Template

VII. Skyhawk for Success

- A. <http://www.navajotech.edu/skyhawk-for-success>
- B. 1st Week: August 26, 2022

- C. 3rd Week: September 9, 2022
- D. 6th Week: September 30, 2022
- E. 9th Week: October 21, 2022
- F. 12th Week: November 10, 2022

VIII. Student Learning for 2022-2023 Academic

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

IX. Faculty Evaluation

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

Dr. Ane-Anyangwe, Dr. Tom, Sharon Nelson, and Dr. Tom volunteered to be part of the subcommittee that will review the faculty evaluation forms, to assign ratings of 1 to 5 to the forms.

Shasha asked if faculty will be receiving pay adjustments after the salary study.

X. Departmental Plans for Fall 2022

- A. Applied Technology: Needs to work on Automotive Service Excellence Accreditation (ASE)
- B. Arts and Humanities
- C. Business: Tilda mentioned that she is developing a Bachelor of Science degree in accounting.
- D. Diné Studies: Sharon said she would like to have a traditional ceremony for students, faculty, and staff since we're returning to in-person instruction.
- E. Engineering, Mathematics, and Technology (EMT): Dr. Ehteshami stated that the EMT is working on ABET accreditation for 2023-2024 review. He also mentioned that one more faculty member is needed for the chemical engineering program.
- F. Science: Dr. Ane-Anyangwe stated that the Science Department is working on a Bachelor of Science degree in Medical Laboratory Technology, and she wants to work closely with the Chinle biology program.
- G. Chinle:
- H. Kirtland
- I. Teec Nos Pos
- J. Zuni

XI. Departmental Reports

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

XII. Next Meeting Date

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

XIII. Adjournment

Dr. Ane-Anyangwe motioned to adjourn the meeting at 3 p.m. and seconded by Sharon Nelson.