



Instructional Sites Meeting Minutes	Attendees: <ul style="list-style-type: none"> ✓ Stephanie Arthur, Coordinator of Kirtland Site Pos Site ✓ Dr. Frank Todacheeny, Coordinator for Teec Nos Pos Site ✓ Arlena Benallie, Director for Chinle Site ✓ Dr. Reynelle Lowsayatee, Director of Academics & Applied Indigenous Studies, Zuni Site ✓ Hayes Lewis, Executive Director for A:shiwí College & Career Readiness Center ✓ Valerie Epaloose, Dean of Student Services for Zuni Site ✓ Brenda Yazzie, Recruiter ✓ Jarvis Draper, Recruiter for Chinle Site ✓ Sheena Begay, Director of Institutional Data and Reporting ✓ Wanda Jimmie, Data Technician ✓ Jerlynn Henry, Dean of Student Services ✓ Dr. Delores Becenti, Director of Enrollment ✓ Kelly Chiquito, Registrar ✓ Howard Kayaani, Assistant Registrar ✓ Danielita Haskey, Academic Advisor for Chile Site ✓ Sherietta Martinez-Brown, First Year Experience Academic Advisor ✓ Dr. Casmir Agbaraji, Dean of Undergraduate Studies
Date:	Wednesday, November 16, 2022
Start Time:	10:06 a.m.
End Time:	11:22 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. Becenti moved to approve the agenda, seconded by Wanda Jimmie.

III. Approval of Meeting Minutes

A. September 21, 2022

Dean Henry moved to accept the meeting minutes of September 21, 2022, seconded by Dr. Becenti.

IV. Upload all course syllabi to Blackboard Ultra

- A. Online Courses
- B. Web-enhanced Courses (all in-person classes)
- C. Distribute syllabi to students on the first day of class

V. Marketing and Recruitment

- A. NTU Decals
- B. Updated Brochures - Copy Center
- C. Advertising
- D. Update Yard Signs - make “NTU” conspicuous

E. Hire Temporary Recruiters

Brenda mentioned the dates for recruitment events.

Resource Day: November 30, 2022

College and Career Day: December 1, 2022

Dr. Becenti said that Brenda, Clinton, Jarvius have been meeting on advertising and recruitment. Brenda stated that they'll advertise during high school sports and sponsor basketball games that take place on the Navajo Nation.

Jarvius wants to update the Chinle site brochures because some of them still have some phased-out programs

VI. Enrollment and Registration Update

A. Winter Intersession 2022

B. Spring 2023

C. Spring Intersession 2023

D. Book Orders: Book adoption through Akademos at least 60 days before the first day of class

E. Enrollment Management Plan (EMP) Update

As of November 16, 2022, Kelly said that only thirty-one (31) students have registered fifteen (15) credit hours or more for the 2023 spring semester.

Dr. Becenti wants to have the Enrollment Management Plan (EMP) completed by January 2023. She wants an enrollment plan as well as a retention plan for each instructional site, which will be incorporated into the EMP.

Dr. Becenti mentioned that the fall graduation will be held on December 16, 2022, in the Wellness Center. Eighty-six (86) students will be graduating and seventy-two (72) have indicated that they'll participate in fall 2022 commencement ceremony.

Kelly said all faculty need to submit their spring course schedules and book adoptions by November 12, 2022, to comply with the agreement between NTU and Akademos, i.e., all course materials should be entered into Jenzabar at least sixty (60) days before the first day of instruction.

The instructional sites coordinators and directors provided highlights of their various sites.

VII. Completion Support Program (formerly known as Payback Plan)

VIII. Skyhawk for Success Referrals Updates

A. <http://www.navajotech.edu/skyhawk-for-success>

Sherietta corrected the meeting minutes of September 21, 2022, and she said that 322 students received D's and F's grades in spring 2022 and not Skyhawk referrals.

IX. Project Success - Achieving the Dream (ATD)

A. Emergency Aid

B. Paid Internship

C. GradReady

D. Students' Performance for 15 to Finish

Dean Henry pointed out that the ATD grant will expire in December 2022.

X. Next Meeting Date

The next meeting is scheduled for December 21, 2022, at 10 a.m.

XI. Adjournment

Dean Henry moved to adjourn the meeting at 11:22 a.m., seconded by Sheena.