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NAVAJO TECHNICAL UNIVERSITY

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Instructional Sites Meeting Minutes	Attendees: <ul style="list-style-type: none">✓ Arlena Benallie, Director for Chinle Site✓ Dr. Reynelle Lowsayatee, Director of Academics & Applied Indigenous Studies, Zuni Site✓ Stephanie Arthur, Coordinator of Kirtland Site✓ Gary Segay, Financial Aid Manager✓ Clinton Desiderio, Director of Communications✓ Sherietta Martinez-Brown, First Year Experience Academic Advisor✓ Howard Kayaani, Assistant Registrar✓ Dr. Colleen W. Bowman, Provost✓ Cynthia Dayish, Administrative Assistant for Instructional Services✓ Danielita Haskey, Academic Advisor✓ Brenda Yazzie, Recruiter✓ Cinandre Dolfín, Administrative Assistant for Communications✓ Kami Morgan, Bookstore Assistant✓ Dr. Casmir Agbaraji, Dean of Undergraduate Studies
Date:	Wednesday, November 8, 2023
Start Time:	10:11 a.m.
End Time:	11:03 a.m.
Location:	Zoom

I. Call to Order

Dr. Agbaraji called the meeting to order at 10:11 a.m.

II. Approval of Agenda

Dr. Bowman moved to approve the agenda. Sherietta seconded the motion.

III. Approval of Meeting Minutes

A. July 20, 2023

Dr. Bowman moved to accept the meeting minutes of July 20, 2023, seconded by Sherietta.

IV. Class Registration Update

A. Winter Intersession 2023

B. Spring 2024

C. Spring Intersession 2024

V. Adoption of Books for Spring 2024 – Akademos

Kami indicated that students have up to November 13, 2023, to adopt their books for the winter intersession and December 8, 2023, for the spring semester. She further stated that winter

intersession book adoption is 100% complete in the Akademos adoption portal, while the spring semester book adoption is 80% complete. Kudos to students and faculty for 100% completion of book adoption for the winter intersession.

Arlena suggested that faculty at all sites should use the same books and syllabi to achieve the same student outcomes.

Stephanie requested a list of welding books from Kami, so the Kirtland site can adopt the same books.

VI. 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

VII. Marketing and Recruitment

Clinton stated the marketing department is running radio ads to cover Durango, Cortez, Farmington, Gallup, Window Rock, and Blanding, UT.

Danielita asked why the ads are only focusing on Crownpoint?

Clinton pointed that when he advertises, he focuses on NTU as a whole and not to a specific campus or instructional site.

Arlena expressed that the billboards have many colors, and the information needs to be read a few seconds while driving, while Howard noted that the website has too much information clustered together and this needs to be improved.

Brenda said she has been attending college fairs, open house, and other events that she and Jarvis are invited to attend.

VIII. Retention Plan Update

IX. Skyhawk for Success Referrals Update

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

Sherietta mentioned that she has been working with first-time in college students who did not do well on their midterm examinations. She invited some faculty some faculty, staff, and motivational speakers to present to the students on the following days:

November 15, 2023, time management

November 16, 2023, persistence, study and test-taking skills
November 17, 2025, how to succeed in college

X. Project Success - Achieving the Dream (ATD)

- A. Emergency Aid
- B. Paid Internship
- C. GradReady
- D. 15 to Finish

Gary presented an update regarding the number of students participating in the New Mexico lottery scholarship. If a student drops a class from 15 to 12 credit hours, the student can take the class during the winter and spring intersessions to make up the 15 credit hours required for the New Mexico lottery scholarship for each semester and a total of 30 credit hours for each academic year. The classes cannot be made up in the summer.

XI. Instructional Sites Budgets for FY 2024

Dr. Agbaraji informed the instructional site coordinators and directors to share their sites budgets with their employees, so they will be aware the amount available to them for professional development, equipment, and supplies.

XII. Next Meeting Date

The next meeting is scheduled for December 6, 2023, at 10 a.m.

XIII. Adjournment

Clinton moved to adjourn the meeting at 11:03 a.m. Sherietta seconded the motion.