Department Chairs Meeting Minutes	**Attendees:**
	✓ Dr. Dianna Dekelaita-Mullet, Assistant Professor of Counseling
	✓ 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
	✓ Jerlynn Henry, Dean of Student Services
	✓ Stephanie Arthur, Coordinator for Kirtland Site
	✓ Dr. Michelle Kahn-John, Nursing Director
	✓ Kelly Chiquito, Registrar
	✓ Dr. Delores Becenti, Director of Enrollment
	✓ Sherietta Martinez-Brown, First Year Experience Academic Advisor
	✓ Dr. Casmir Agbaraji, Dean of Undergraduate Studies
Date:	December 2, 2022
Start Time:	10:03 a.m.
End Time:	10:35 a.m.
Location:	Zoom

I.   Call to Order
Dr. Agbaraji called the meeting to order at 10:03 a.m.

II.   Approval of Agenda
Dr. Mullet moved to approve the agenda, seconded by Christine.

III.   Approval of Meeting Minutes
Dr. Ehteshami said the typo on roof leak needs to be corrected. Shasha moved to accept the meeting minutes of November 4, 2022, seconded by Ane-Anyangwe.

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.   Enrollment Update
        A. Winter 2022 Intersession
        B. Spring 2023 Semester
        C. Spring 2023 Intersession

As of December 2, 2022, 34 students have registered for 2023 winter intersession and 340 students for spring 2023 semester, said Kelly.

VI. **Enrollment Target for Spring 2023: 1800 Students**
   - A. 1,000 Students for Crownpoint Campus
   - B. 500 Students for Chinle Site
   - C. 100 for Kirtland Site
   - D. 100 for Teec Nos Pos Site
   - E. 100 for Zuni Site

VII. **Course/Program Changes for 2022-2023 Catalog**
   - A. Course/Program Changes for 2022-2023 Catalog: Due to the Registrar by January 31, 2023

VIII. **Skyhawk for Success**
   - A. http://www.navajotech.edu/skyhawk-for-success

Sherietta stated that she received 91 referrals for fall 2022, and she will analyze the students' performance after finals grades are submitted and present the report in January 2023.

IX. **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.)

X. **Program Review Update for 2022-2023**
   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 indicated that only business and math programs have completed their self-study reports for programs thus far. Sheena has updated the institutional date, but HR and the Business Office need to update their data. Program review hearings will take place on February 8-9, 2023.

XI. **Subcommittee to review New Faculty Evaluation Forms**
   - A. Adjunct
   - B. Full-time faculty

Dr Agbaraji asked Christine, Dr. Mullet, and Dr. Tuttle to review the adjunct and full-time faculty evaluation forms and present them to the next department chairs meeting scheduled for January 10, 2023, at 1:30 p.m.

XII. **Travel**
   - **A.** Multiple Travel Authorization for Field Trips
   - B. Use NTU Vehicle

XIII. **Grant Reports**
   - A. Overdue Grant Reports

XIV. Departmental Reports
        A. Due Date: 12/2/2022

XV. Next Meeting Date
The next meeting is scheduled for January 10, 2022, at 10 a.m.

XVI. Adjournment
Steve moved to adjourn the meeting at 11 a.m.