



Instructional Sites Meeting Minutes	Attendees: <ul style="list-style-type: none"> ✓ Arlena Benallie, Director of Chinle Site ✓ Valencia Begay, Academic Counselor ✓ Danielita Haskey, Academic Advisor ✓ Howard Kayaani, Assistant Registrar ✓ Dr. Frank Todacheeny, Coordinator of Teec Nos Pos Site ✓ Brenda Yazzie, Recruiter ✓ Sheena Begay, Director of Institutional Data and Reporting ✓ Dr. Delores Becenti, Director of Enrollment ✓ Clinton Desiderio, Director of Communications ✓ Kelly Chiquito, Registrar ✓ Cynthia Dayish, Acting Coordinator of Kirtland Site ✓ Sherita Martinez-Brown, First Year Experience Career Academic Advisor ✓ Dr. Casmir Agbaraji, Dean of Undergraduate Studies
Date:	Wednesday, June 15, 2022
Start Time:	10:08 a.m.
End Time:	11:10 a.m.
Location:	Zoom

I. Call to Order

Dr. Agbaraji called the meeting to order at 10:08 a.m.

II. Approval of Agenda

Cynthia motioned to approve the agenda and seconded by Dean Henry.

III. Approval of Meeting Minutes

A. April 20, 2022

Dr. Becenti motioned to approve the meeting minutes for April 20, 2022, seconded Dean Henry.

IV Marketing and Recruitment

Dr. Becenti presented a recruitment plan for the fall and the enrollment trends from 2016 to 2022, taken from the Institutional Data Reporting website. Cynthia suggested we advertise at the movie theaters because some grandparents do not listen to KNDN Radio Station. Kelly presented the enrollment for summer 2022. As of June 13, 2022, summer 2022 enrollment is 330 students, so it was nine (9) students less than summer 2021 enrollment. Dr. Agbaraji stated that the Marketing Department needs to advertise Fall course schedules in the Navajo Times and Gallup Independent as part of recruitment efforts. Sheena asked if anything is being done about retention of NTU students. Dr. Becenti mentioned that retention will be part of the Enrollment Management Plan. Dr. Agbaraji mentioned that GradReady, emergency aid, paid internship, and completion and support program (payback plan) are part of the retention efforts.

V. Enrollment Target

A. 1,000 Students for Crownpoint Campus

- B. 500 Students for Chinle Site
- C. 200 for Kirtland Site
- D. 100 for Teec Nos Pos Site
- E. 200 for Zuni Site

VI. Enrollment Updates

- A. Fall 2022
- B. Spring 2023
- C. Submit Syllabi to the Registrar
- D. New Syllabus Template
- E. Book Orders – Akademos

Dean Henry pointed out that some faculty and students order their books late. The bookstore cannot order the books and put on the shelves for inventory control. Also, some students choose longest delivery methods for hard copies instead of express delivery, so this causes delays in book delivery. Arlena mentioned that the coupons for books have expired. Dean Henry said that Francine and Kami can override the expiration dates, so student can get their books.

Howard pointed out that the website needs to be updated to remove people who are longer working for NTU, especially from the Business Office.

VII. Skyhawk for Success Referrals Updates

- A. <http://www.navajotech.edu/skyhawk-for-success>
- B. Spring 2022
- C. Summer 2022

Sherietta mentioned that the Skyhawk for Success report for spring 2022 is not ready, but she'll present it at the next meeting. Sherietta stated that seven (7) students are participating in the Leadership, Enrichment and Advancement Program (L.E.A.P.) this summer. Five (5) students will register in the fall, while two (2) students from the dual credit program and will be seniors next year.

VIII. Project Success - Achieving the Dream (ATD)

- A. Emergency Aid
- B. Paid Internship
- C. GradReady
- D. Students' Performance for 15 to Finish

Dean Henry stated that eleven students (11) are participating in the paid internship program, and the program will end in September 2022, and all funds need to be expended by December 2022. GradReady will be included in the fall student orientation.

IX. Next Meeting Date

The next meeting is scheduled for July 20, 2022, at 10 a.m.

X. Adjournment

Dr. Dean Henry motioned to adjourn the meeting at 11:10 a.m. and seconded by Cynthia.