



Instructional Sites Meeting Minutes	Attendees: <ul style="list-style-type: none"> ✓ Dr. Vangee Nez, Coordinator of Kirtland Site ✓ Dr. Frank Todacheeny, Coordinator of Teec Nos Pos Site ✓ Arlena Benallie, Director of Chinle Site ✓ Jerlynn Henry, Dean of Student Services ✓ Dr. Cheryl Tom, Assistant Professor of Early Childhood ✓ Brenda Yazzie, Recruiter ✓ Howard Kayaani, Assistant Registrar ✓ Wanda Jimmie, Data Technician ✓ Dr. Delores Becenti, Director of Enrollment Services ✓ Clinton Desiderio, Director of Communications ✓ Dr. Wafa Hozien, Dean of Graduate Studies ✓ Kelly Chiquito, Registrar ✓ Dr. Casmir Agbaraji, Dean of Undergraduate Studies
Date:	Wednesday, March 16, 2022
Start Time:	10:04 a.m.
End Time:	10:51 a.m.
Location:	Zoom

I. Call to Order

Dr. Agbaraji called the meeting to order at 10:04 a.m.

II. Approval of Agenda

Dean Henry motioned to approve the agenda and seconded by Dr. Nez.

III. Approval of Meeting Minutes

A. February 16, 2022

Dr. Nez motioned to approve the meeting minutes of February 16, 2022, seconded Dean Henry.

IV Marketing and Recruitment

Clinton presented the overview brochure. Brenda said that the graduate tuition was not referenced in the overview brochure. Dr. Agbaraji suggested adding both graduate and undergraduate tuition and fees in the overview brochure.

V. Enrollment

- A. Spring Intersession 2022
- B. Summer 2022
- C. Fall 2022

- D. Submit Syllabi to the Registrar
- E. Book Orders – Akademos

Kelly presented the current enrollment number for the spring intersession. He stated that he will share the summer course schedules with the deans and provost on March 23, 2022, before releasing it to the faculty.

Dean Henry mentioned that each student is given a \$500 voucher to order his or her books. Once a student reaches a limit of \$500, then the student can contact Kami Morgan to increase the amount. Dr. Agbaraji asked if NTU orders books for graduate students. Dean Henry said the graduate students order their own books.

Arlena asked what happens when a student orders a book and wants to return it. Dean Henry pointed out that some books are not refundable.

VI. Skyhawk for Success Referrals Due Updates for Spring 2022

- A. <http://www.navajotech.edu/skyhawk-for-success>
- B. 9th Week: March 18, 2022
- C. 12th Week: April 8, 2022

VII. Project Success - Achieving the Dream (ATD)

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

Dean Henry mentioned that the emergency aid application opens on March 21, 2022, and the paid internship is available through September 2022. Dr. Agbaraji recommended to Sheena to run a report to find out how many students are taking 15 credit hours or more per semester.

VIII. Next Meeting Date

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

IX. Adjournment

Dr. Becenti motioned to adjourn the meeting at 10:51 a.m. and seconded by Dean Henry.