

**Program Review Committee  
Navajo Tech**

**Minutes**

<p><b>Attendees:</b> Sheena Begay, Twilia Chavez, Henry Fowler, Tilda Harrison-Woody, Daniel McLaughlin (co-chair), Sharon Nelson, Anita Roastingear, Ragavanantham Shanmugam (co-chair), &amp; Tsosie Schneider, Chris Storer, &amp; Brenda Tom  <b>Absent:</b> Franklin Elliott</p>	<p><b>Date:</b> Fri Dec 3 2021  <b>Start:</b> 11:30 am  <b>End:</b> 12:20 pm  <i>The meeting was held via Zoom: 890 1559 5908.</i></p>
Agenda items & notes	Action & persons responsible
<b>I. Approval of the agenda</b>	
Approved by consensus.	
<b>II. Previous minutes</b>	
Approved by consensus.	
<b>III. Reports</b>	
<p><b>1. Administrative units:</b></p> <p>A. Finance: Twilia Chavez. Will enter program financials in the reviews by the end of the day. Noted that Navajo Transcription does not have its own cost center. Will brainstorm with Sharon Nelson, the SST member writing the PR self-study.</p> <p>B. Human Resources: Brenda Tom. Is half-way through data input.</p> <p>C. Institutional Research: Sheena Begay. Has entered all of the student data. Has not entered anything for student satisfaction. Extended conversation took place. Is there an item in the Noel-Levitz survey that could be used? No. Henry suggested that Student Services design and implement a survey with overall satisfaction items to be completed by graduates prior to leaving NTU.</p> <p><b>2. PR scorecard: Dan.</b> Showed progress report (aka Scorecard) for persons responsible for completing PR reports, including SST members and admin support units. Extended conversation took place.</p> <ul style="list-style-type: none"> <li>- Scorecard does not tell the complete story. SST's have until SpConvo in January to complete assignment.</li> <li>- If we want X's (indicating data input) across the Scorecard we should spell out deadlines for each step of the work.</li> <li>- SST's ought to be asked to communicate progress to the appropriate department chair.</li> </ul>	<p>Complete data input in current PR's: <b>Twilia and Brenda.</b></p> <p>Eliminate Student Satisfaction from 2021-22 templates and Scorecard: <b>PR co-chairs</b></p> <p>Communicate suggestion for pre-graduation survey to Student Services Dean Henry: <b>Sheena &amp; PR co-chairs</b></p> <p>Ensure that pre-grad survey process is implemented in AY23 PR cycle: <b>Sheena &amp; PR co-chairs</b></p> <p>Share scorecard with SST's with reminder about PR deadline and offer of assistance as may be needed: <b>PR co-chairs</b></p>
<b>IV. Old business</b>	
<p><b>1. Timeline refresher: Dan.</b> The PRG for 2021-22 was reviewed. PR deadline for initial completion is Jan 10 2022. SST presentations are scheduled for Wed Feb 9 and Thu Feb 10.</p>	
<b>V. New business</b>	

<p><b>1. Action steps for PR presentations in Feb 2022: Dan.</b>  Extended brainstorming took place:</p> <ul style="list-style-type: none"> <li>- Schedule the presentations in SUB 231.</li> <li>- Include in communication with SST's (see notes on PR scorecard) deadline reminders.</li> <li>- Make available to SST's presentation guidelines and sample(s) of good work.</li> <li>- Encourage student involvement.</li> </ul>	Schedule SUB 231; identify and get permission to showcase at least one exemplary PR presentation; develop guidelines and send to all SST's asap: <b>PR co-chairs</b>
VI. Announcements	
The <a href="#">annual conference of NMHEAR</a> will take place in Albuquerque on Feb 24-25 2022. PRC members were urged to check it out.	
<b>Next PR meeting  TBD at Spring 2022 Convocation</b>	