Program Review Committee Meeting
**January 12, 2024**
11:00 - 12:00 p.m.
Zoom

Minutes

I.   Call to Order - 11:06 a.m.

II. Attendance

- ☑ Begay, Sheena
- ☑ Begay, Shawna
- ☑ Billiman, Lorencita
- ☑ Prince Boahene
- ☑ Dekelaita-Mullet, Dianna
- ☑ Dey, Arup
- ☑ Fowler, Henry
- ☐ Harrison-Woody, Tilda (excused absence - schedule conflict)
- ☑ Nelson, Sharon
- ☐ Roastingear, Anita
- ☐ Storer, Chris
- ☐ Tom, Brenda
- ☑ Vellingiri, Anusuya
- ☐ Wheeler, Jennifer (excused absence - PTO)

III. Approval of Agenda - Dr. Fowler motioned to approve, Dr. Dey seconded.

IV. Introduce and welcome new Student Learning Coordinator - The committee welcomed Prince Boahene and will be available to help him transition into his new role.

V.   Status update on 2023-24 Self Study Reports (see attached Scorecard)

VI. Request from Dr. Stomp for PRC approval - retired Comp Sci Certificate program
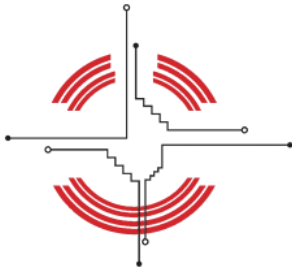
The committee voted to approve Dr. Stomp's request to close the Certificate in Computer Science program, with the provision that he notifies admissions and all NTU sites about the teach out plan; this is to prevent any new students from being enrolled in the program. Dr. Dekelaita-Mullet will provide this information to Dr. Stomp in a memo.

VII.   Roles and responsibilities for upcoming event: PR Hearings

    A. Prepare a sign-up sheet for hearings (for program advisors) - Shawna

    B. Prepare an agenda for the hearings - Sheena

    C. Someone to take attendance - Sharon

    D. MC's (need two) - Dr. Fowler, and either Dr. Wheeler or Dr. Dekelaita-Mullet

    E. Send out invitations/Zoom link - Dr. Dekelaita-Mullet

    F. Note-takers/record hearings - Dr. Dekelaita-Mullet/Otter

    G. Summary draft writers - PRC chairs & SL Coordinator

   H. Sponsor lunch for Program Advisors and PRC attendees - Dr. Agbaraji

VIII.   Other concerns

The committee discussed the following, and agreed to include this item on the PRC meeting agenda after the hearings are complete:

- Monitoring of Action Plans/Continuous Improvement - The committee will create a plan for monitoring the progress of program Action Plans. Monitoring should take place between Program Reviews of each program, preferably annually. This will meet the HLC's requirement for continuous improvement, and will reveal any resource needs that were not identified at Program Review. The plan will be added to the Program Review Guide and approved by the Faculty in Fall, 2024.

IX.   Next meeting date: Friday, February 2, 1:30 - 2:30 p.m.

X.   Adjournment - Sheena motioned to adjourn, Anusuya seconded. Adjourned at 11:27 a.m.
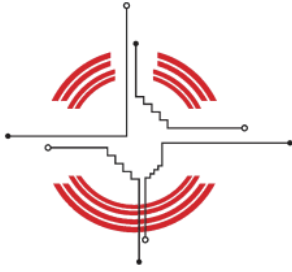
Program Review Scorecard for 2023-2024
Navajo Technical University

PROGRAM	Hist	Curric	Student Data	Prog Assess	Strength Chall	Faculty	Recog	Cost	Action Plan	Hearings
	SST	SST	IR	SST	SST	HR	SST	Bus	SST	SST
Building Info Modeling ⭐	✔	✔	✔	✔	✔	✔	✔	✔	✔	
Chemical Engineering ⭐	✔	✔	✔	✔	✔	✔	✔	✔	✔	
Construction Technology ⭐	✔	✔	✔	✔	✔	✔	✔	✔	✔	
Energy Systems ⭐	✔	✔	✔	✔	✔	✔	✔	✔	✔	
Engineering Technology ⭐	✔	✔	✔	✔	✔	✔	✔	✔	✔	
Environmental Engineering	✔	❌	✔	✔	✔	✔	❌	✔	❌	
Industrial Maint & Ops ⭐	✔	✔	✔	✔	✔	✔	✔	✔	✔	
Management Info Systems ⭐	✔	✔	✔	✔	✔	✔	✔	✔	✔	
Mechanical Engineering ⭐	✔	✔	✔	✔	✔	✔	✔	✔	✔	

SST = Self Study Team
IR = Institutional Research
HR = Human Resources
BUS = Business Office