**Present:** Michael Carley, Carlos Rodriguez, Kendra Haney, Melissa Long, Mallory Brown

1. **Call to Order**

Michael Carley called the meeting to order at 2:07 pm.

1. **Approval of Agenda**

Motion made to approve the October 20th, 2022 agenda.

**M/S/C:** Kendra Haney/Mallory Brown

1. **Approval of Minutes**

Motion made to approve minutes from October 6th, 2022

**M/S/C**: Carlos Rodriguez, Mallory Brown

**Discussion Items**

1. **Program Review Handbook:** The SP committee reviewed the PR handbook for any updates.  The following corrections were recommended:
* On page 10, reviewed and approved of final draft of flow chart
* Made minor grammar corrections within sections of

-Report on previous goals

-Areas of Improvement

-Staffing Section

-Budget Request

-Common Errors + Pitfalls

* Arranged Table of Contents

- The strategic Planning committee agreed on the final draft of the Handbook. SPC also agreed to send the document over to College Council.

**V. Announcements**: N/A

**VI. Future Agenda Items**

**Adjournment:**

 **Meeting adjourned at 2:57 PM**