Mallory Brown, Michael Carley, Carlos Rodriguez, Melissa Long

1. **Call to Order**

Michael Carley called the meeting to order at 2:06 pm.

1. **Approval of Agenda**

**M/S/C-** Melissa Long/ Mallory Brown

1. **Minutes Approval**

**M/S/C-** Melissa Long/Mallory Brown

**Discussion Items**

1. **IR Program Review:** The SP committee reviewed the IR program for any updates. The following points and edits were made in each section**:**

* **Program Mission Statement Section**
* Minor edits on wording and grammatical corrections.
* **Data Section**

**-**Kept as is, no edits made

* **Previous Goals Section**

-Kept as is, no edits made

* **Program Strengths**

-Kept as is, no edits made

* **Areas for Improvement**

-Kept as is, no edits made

* **Goals**

**-**Minor grammatical edits

* **Staffing**

-Minor grammatical edits

* **Resource Request**

-Kept as is, no edits made

**V. Announcements**: N/A

**VI. Future Agenda Items**: IPAA Document

**Adjournment:**

**Meeting adjourned at 2:33 PM**