**Present:**

Michael Carley, Anja Goebel, Joe Cascio, Jodie Logan, Esmeralda Rodriguez, Frank Ramirez, Catherine Hodges

**Absent:**

Primavera Arvizu, Kendra Haney

1. **Call to Order**

Mr. Carley called the meeting to order at 2:05 pm.

1. **Approval of Agenda**

Motion made to approve the December 10, 2020 agenda.

**M/S/C:** Jodie Logan/Anja Goebel

1. **Approval of Minutes**

Motion made to approve minutes from December 3, 2020.

**M/S/C:** Jodie Logan/Joe Cascio

1. **Discussion Items**
2. **JEC CENTER Program Review**

Student Services Director, Frank Ramirez will submit revised Program Review.

The committee recommended the following:

* Program Mission Statement meets requirements
* Ashley will look at other program reviews on the website and make changes to Assessment Plan showing when & where the next time SAO’s will be assessed.
* Spell out acronyms like WIOA- Work Force Investment Act formerly known as WIA.
* New Goals - work back learning opportunities, increase internships and increase industry partnerships.
* Staffing Needs - F/T Counselor, part-time Ed Advisor, F/T Program Tech- this position can be split between CTE and JEC.
* Technology Requests - advanced software for large scale events like fairs to be able to adapt to a virtual environment.
* Fill in Budget Requests.

The JEC Center program review meets standards and will be forwarded to CC after all recommended changes.

**V. Announcements**

**VI. Future Agenda Items**

**Adjournment:**

**Meeting adjourned at 2:56 pm.**