**Present:**

Michael Carley, Thad Russell, Primavera Arvizu, Kendra Haney, Melissa Long, Julian West, Carlos Rodriguez

**Absent:**

Jodie Logan, Anja Goebel

1. **Call to Order**

Mr. Carley called the meeting to order at 9:03 am.

1. **Approval of Agenda**

Motion made to approve the February 10, 2022 agenda.

**M/S/C:** Kendra Haney/Melissa Long

1. **Approval of Minutes**

Motion made to approve minutes from February 3, 2022.

**M/S/C:** Kendra Haney/Primavera Arvizu

1. **Discussion Items**
2. **Program Review – Office of Instruction**

Vice President of the Office of Instruction, Thad Russell, will submit revised Program Review.

The committee recommended the following:

* Mission statement – meets requirements
* SAOs – clarify the language on items #2, #4 and #6. Flex surveys, minor changes
* Program Analysis and Trends – check percentages on Certificates and Awards
* Goals – meets requirements, minor edits #4 drop g from “within”
* Program Strengths – meets requirements, could use bullets
* Staffing – meets requirements, replace staff names with position titles
* Safety and Security – meets requirements
* Professional Development Requests – meets requirements
* Budget – meets requirements
* After minor edits throughout document this program review will go to CC

 **V. Announcements** – Natural Sciences coming up

**VI. Future Agenda Items**

**Adjournment:**

 **Meeting adjourned at 10:08 am.**