**Present:**

Michael Carley, Anja Goebel, Jodie Logan, Catherine Hodges, Kendra Haney, Erin Wingfield, Patty Serrato

**Absent:**

Primavera Arvizu, Joe Cascio, Esmeralda Rodriguez

1. **Call to Order**

Mr. Carley called the meeting to order at 2:03 pm.

1. **Approval of Agenda**

Motion made to approve the March 4, 2021 agenda.

**M/S/C:** Jodie Logan/Kendra Haney

1. **Approval of Minutes**

Motion made to approve minutes from February 25, 2021.

**M/S/C:** Kendra Haney/Jodie Logan

1. **Discussion Items**
2. **Counseling & Advising Program Review**

General/Early Alert Counselor, Patty Serrato will submit revised Program Review.

The committee recommended the following:

* Program Mission Statement – Meets requirements, remove the paragraph on second page
* SAOs – Meets requirements, SAO #1 take “approximately” out, put a comma. Remove apostrophes from CSEPs and SAOs
* Program Analysis & Trends – Ask a counselor question – delete second one
* ESL section – Mention ESL support
* Athletic Services – Reword second sentence, grammar corrections
* Strengths & Areas of Improvement – Meets requirements
* Goals – Meets requirements, reword guided pathways-pirate maps. Remove bullet points, already covered in three goals
* Staffing – Meets requirements, two of the requests; Wellness Counselor and Articulation Counselor not mentioned in other areas. Add a paragraph to needs improvement section.
* Facilities – Mention office space needed
* Budget – Meets requirements

The Counseling & Advising program review meets standards and will be forwarded to CC after all recommended changes.

 **V. Announcements** – Not doing Language Arts program review on March 4, will reschedule due to Accreditation discussion

**VI. Future Agenda Items**

**Adjournment:**

 **Meeting adjourned at 3:00 pm.**