**Present:**

Michael Carley, Jodie Logan, Kendra Haney, Melissa Long, Julian West, Carlos Rodriguez

**Absent:**

Primavera Arvizu, Anja Goebel

1. **Call to Order**

Mr. Carley called the meeting to order at 9:02 am.

1. **Approval of Agenda**

Motion made to approve the February 3, 2022 agenda.

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

1. **Approval of Minutes**

Motion made to approve minutes from January 27, 2022.

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

1. **Discussion Items**
2. **Program Review – Library**

Librarian, Christopher Ebert, will submit revised Program Review.

The committee recommended the following:

* Mission Statement – meets requirements
* SAOs – Add a sentence explaining time frame and method of assessment
* Program Analysis & Trend – meets requirements
* Program Strengths – meets requirements, minor edits. Add a couple of sentences for data and graphs. Remove Arlitha’s name and add title
* Goals – meets requirements, correct the fonts
* Staffing – minor edits, list technology requests
* Professional Development needs – list covered conference as a request
* Library Program review – after minor fixes will send to CC

**V. Announcements** – Strategic Plan was finished and going to the board

**VI. Future Agenda Items**

**Adjournment:**

**Meeting adjourned at 9:53 am.**