**Present:**

Michael Carley, Kendra Haney, Melissa Long, Julian West, John Word

**Absent:**

Anja Goebel, Primavera Arvizu, Jodie Logan, Carlos Rodriguez

1. **Call to Order**

Mr. Carley called the meeting to order at 9:04 am.

1. **Approval of Agenda**

Motion made to approve the March 31, 2022 agenda.

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

1. **Approval of Minutes**

Motion made to approve minutes from March 24, 2022.

**M/S/C:** Melissa Long/Michael Carley

1. **Discussion Items**
2. **Program Review – Maintenance and Operations**
3. Director, John Word, will submit revised Program Review.

The committee recommended the following:

* Mission statement – meets requirements
* Service area outcomes – Outcomes not clear, explain what the outcomes are and how you measured them. Work with Melissa on SAOs
* Program analysis and trends – meets requirements
* Program strengths – change word to fully
* Data review – add numbers
* Strengths and areas for improvement – meets requirements
* Previous goals – use the new form to add ongoing goals, maintenance items
* Staff resources – meets requirements
* Resource requests – meets requirements
* Budget – don’t need to add the people

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

**V. Announcements** – no program reviews submitted, next meeting will look at program review forms, rubric and handbook

**VI. Future Agenda Items**

**Adjournment:**

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