**Present:**

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

**Absent:**

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 April 7, 2022 agenda.

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

1. **Approval of Minutes**

Motion made to approve minutes from March 31, 2022.

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

1. **Discussion Items**

**A. Review of program review forms, rubric and handbook**

* Entire file in Times New Roman
* Add space after header; put par of the header in a table to allow for better formatting; change “division” to “program” in non-instructional form
* Remove strikethrough formatting in staffing section; add hyphens in full or part-time
* Add column in resource request tables
* Check against recently revised Mission Statement (found three small differences)
* Convert from two to one space after periods
* All the changes made are not substantive and will not be sending back to CC
* Will discuss strategic planning committee meeting times for next semester, bring calendars and class schedule for next meeting to set times, looking to reserve L-405 for the fall.

**V. Announcements** – may cancel some meetings due to chancellor’s equity data Mike needs to attend

**VI. Future Agenda Items**

**Adjournment:**

**Meeting adjourned at 9:59 am.**