**Present:** Michael Carley, Jodie Logan, Carlos Rodriguez, Kendra Haney, Primavera Arvizu, Melissa Long, Mallory Brown

1. **Call to Order**

Michael Carley called the meeting to order at 2:05 pm.

1. **Approval of Agenda**

Motion made to approve the October 6th, 2022 agenda.

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

1. **Approval of Minutes**

Motion made to approve minutes from September 29th, 2022. (unofficial, due to minutes still being typed out by secretary)

**M/S/C**:

**Discussion Items**

1. **Program Review Handbook:** The SP committee reviewed the PR handbook for any updates.  The following corrections were recommended:

* On page 10, chart replacement was discussed with new format designed by Kendra Haney.
* Discussed wording for the flow chart
* Primavera Arvizu will look into the specific tasks the president performs within the flow chart.
* Made minor grammar corrections within sections of

-Course Completion Success Rate

-Awards

-Summary

**V. Announcements**: N/A

**VI. Future Agenda Items**

**Adjournment:**

**Meeting adjourned at 2:59 PM**