**Present:**

Michael Carley, Jodie Logan, Melissa Long, Kendra Haney, Primavera Arvizu

**Absent:**

Anja Goebel, Esmeralda Rodriguez

1. **Call to Order**

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

1. **Approval of Agenda**

Motion made to approve the September 2, 2021 agenda.

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

1. **Approval of Minutes**

Motion made to approve minutes from August 26, 2021.

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

1. **Discussion Items**
2. **Program Review Forms**

* Reviewed sections and made suggestions for changes, no more nested formats
* Program Mission Statement the same, no change
* SLO – Want programs to show that they are assessing the goals
* PLO – Talk about assessments and how that impacts the goals
* SAO – Have a distinction between outcomes and goals
* Program Analysis & Trends – Data review should go before changes in program
* Areas for improvement – Put period inside parenthesis
* Goals -Have a narrative section just for progress on old goals, leave table for the new goals, list specific person responsible for this role
* Figure way to incorporate guided pathways in the program review document
* Mr. Carley will put changes in a draft and will review at the next meeting

1. **Strategic Planning Survey**
   * If approved send survey out in October
   * Surveys are on a three-year cycle
   * If anyone has questions or things to add, the survey can be brought back to the next meeting

**V. Announcements**

**VI. Future Agenda Items**

**Adjournment:**

**Meeting adjourned at 9:58 am.**