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

**Absent:** Mallory Brown,

**Guest:** N/A

1. **Call to Order**

Michael Carley called the meeting to order at 2:04 pm.

1. **Approval of Agenda**

Motion made to approve the September 15th, 2022 agenda.

**M/S/C:** Jodie Logan/Primavera Arvizu

1. **Approval of Minutes**

Motion made to approve minutes from September 8th, 2022.

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

**Discussion Items**

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

* footer will be adjusted
* chart will be updated with a new format (Kendra Haney agreed to look over it and format it differently to better represent the process of review and approval.) There is a potential to create two charts, on pg. 6, to keep confusion to a minimum.
* Accreditation portion may change as it is being reviewed at the moment.
* Melissa will send over corrections.
* Links should be double checked in order to confirm they are up and running.
* Minor grammatical corrections were made.
* Outcomes section was edited.
* Two sentences were added about student’s privacy in section of demographics.
* Possibility of adding a sub header to non-instructional data review.

Future topic, in data section, should dashboard be included?

**V. Announcements**: N/A

**VI. Future Agenda Items**

**Adjournment:**

**Meeting adjourned at 2:59 PM**