**Present:**

Michael Carley, Anja Goebel, Joe Cascio, Jodie Logan, Kendra Haney, Primavera Arvizu, Jim Carson

**Absent:**

Catherine Hodges, Esmeralda Rodriguez

1. **Call to Order**

Mr. Carley called the meeting to order at 2:01 pm.

1. **Approval of Agenda**

Motion made to approve the February 4, 2021 agenda.

**M/S/C:** Kendra Haney/Anja Goebel

1. **Approval of Minutes**

Motion made to approve minutes from January 28, 2021.

**M/S/C:** Primavera Arvizu/Kendra Haney

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

Division Chair, James Carson will submit revised Program Review.

The committee recommended the following:

* Program Mission Statement meets requirements
* ***CTE Program***– For SLOs the expectation is that there’s an indication that the program is having discussions and what the program is doing with those discussions. Delete information that doesn’t exist, PLOs on pg. 6 is not learning outcomes.
* ***Child Development*** – Pg. 29 is not learning outcomes
* Place summary at the beginning – summarized position request in one spot is not a requirement but might make things helpful
* PLOs should be about what the students are learning in the program, not about how the program functions in the college
* Program mission statement – PC needs to be capitalized, first line not reflective of the college mission
* Strengths and improvements – Pg. 32 nothing in the way of strengths and areas of improvement for the child development program
* Staff Resources – does not discuss strengths and weaknesses of the program, what is working now and what needs to change. Need to cut out a lot between pages 32 – 39. Do not need to list all courses, outline current strengths and areas to be improved of the program
* Goals – nothing is stated that suggests the Human Development degree is needed, some explanation is needed if it is a goal
* ***Admin. of Justice*** – Pg. 6 good introduction, pg. 7 add semi-colon at the end of learning outcomes, pg. 8 retirement replacement for Tim Brown
* SLOs & PLOs have programs being assessed but not what is being done with assessments. Just need a couple of sentences outlining, showing you’re doing the assessments. Make headlines bigger by using bigger fonts for each program
* Goals – the ones completed from last time are not goals. Having someone is not a goal; expanding a program, offering more classes, having waitlists is a means to get to it, if you need to hire
* Don’t mention names, instead mention position title for person(s) retired and replaced
* New Goal – add in the section under areas for improvement. Modules – bullet pointed in the areas of improvement should not be in the areas of improvement. Module 1 is not a goal – is there a need in the community or something they would like?
* ***Agriculture*** – SLOs are from three years ago and looks like they were copied and pasted from last program review
* Previous goals not in the previous program review. We want to see assessments are being done, discussed within the program and taking those assessments using them, evaluating them and making changes necessary to the program based on those assessments
* Goals missing discussion part, a header is missing under PLOs. We should see changes in the last three years, review of the data and strengths and areas for improvement. Correct grammar errors and remove extra spaces
* Go over SLOs, PLOs, assessments based on the review of assessments and data based on areas of improvement. Set goals and make your resource requests
* ***Business Ed****.* – Revamping and discussions of coordination between business and information systems
* Staffing requests – change to two faculty
* Program strengths and areas of improvement – Pg. 26 discontinuing

AS degree

* ***Fire Tech*** – Data on awards is off – Wildland and Fire Certificates, ethnicity numbers are reversed.
* Goal 1 – Expand the program to a goal, don’t put staffing requests as a goal
* ***Industrial Tech*** - Mention that Solar Sales have been discontinued now. SLOs, make some indication you’re using SLOs, PLOs, assessments and making changes to the program. List data on growth again and don’t list as a goal, say expand the program

Division Chair, James Carson will meet again with the committee to go over the corrections from the January 28 meeting. The Agriculture and Child Development sections of the CTE program will need to schedule their own meeting with the committee for review.

 **V. Announcements**

**VI. Future Agenda Items**

**Adjournment:**

 **Meeting adjourned at 3:06 pm.**