**Present:**

Michael Carley, Anja Goebel, Joe Cascio, Jodie Logan, Catherine Hodges, Kendra Haney, Erin Wingfield

**Absent:**

Primavera Arvizu, Esmeralda Rodriguez

1. **Call to Order**

Mr. Carley called the meeting to order at 2:02 pm.

1. **Approval of Agenda**

Motion made to approve the February 4, 2021 agenda.

**M/S/C:** Kendra Haney/Catherine Hodges

1. **Approval of Minutes**

Motion made to approve minutes from January 28, 2021.

**M/S/C:** Kendra Haney/Catherine Hodges

1. **Discussion Items**
2. **A&R – Program Review**

Dean of Student Success & Counseling, Erin Wingfield will submit revised Program Review.

The committee recommended the following:

* Program Mission Statement - Meets requirements
* SAOs don’t have to change, keep the same if you want.
* Current Service Area Outcomes – Design survey so it shows understanding vs. satisfaction
* Prior SAOs - Meets requirements
* Program Analysis and Trends – Remove the paragraph below in parenthesis
* Changes in program over last three years – Students transcripts are evaluated within 4 – 6 weeks
* New Funding Formulas – Insert a semi-colon and add a caption
* Strengths and Areas of Improvement – Meets requirement
* Previous Goals – Meets requirements
* Goal #3 – Leave Summer 2019, replace Erin’s name with Director
* Facilities Requests – Add windows are not latching
* Professional Development – Add funding allowed for team
* Small edits only

The A&R program review meets standards and will be forwarded to CC after all recommended changes.

**V. Announcements**

**VI. Future Agenda Items**

**Adjournment:**

**Meeting adjourned at 2:47 pm.**