**Present:**

Michael Carley, Joe Cascio, Catherine Hodges, Kendra Haney, Esmeralda Rodriguez

**Absent:**

Jodie Logan, Anja Goebel, Primavera Arvizu

1. **Call to Order**

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

1. **Approval of Agenda**

Motion made to approve the March 25, 2021 agenda.

**M/S/C:** Kendra Haney, Joe Cascio

1. **Approval of Minutes**

Motion made to approve minutes from March 11, 2021.

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

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

Coordinator/Counselor, Errin Sullivan Arcos will submit revised Program Review

The committee recommended the following:

* Program Mission Statement – meets requirements
* SAOs – meets requirements, add a paragraph discussing outcomes that lead to changes in the program
* Program analysis & trends – use rubric, add changes in program, data review. Add a caption to the charts/data, add sentence regarding retention to completion. Include course success rate, add paragraphs/narrative to data for awards
* Program strengths & areas for improvement – meets requirements
* Goals – meets requirements
* Staffing – DA III and Ed Advisor place in priority order
* Technology requests – AIM
* Safety & security – add to it
* Professional development request – add conferences
* Budget – meets requirements

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

**V. Announcements** – Mr. Carley will send out revised CTE program review for committee to review and approve

**VI. Future Agenda Items**

**Adjournment:**

**Meeting adjourned at 3:00 pm.**