**Present:**

Michael Carley, Jodie Logan, Kendra Haney, Primavera Arvizu, Frank Ramirez

**Absent:**

1. **Call to Order**

Mr. Carley called the meeting to order at 10:00 am.

1. **Approval of Agenda**

Motion made to approve the December 9, 2021 agenda.

**M/S/C:** committee approved

1. **Approval of Minutes**

Motion made to approve minutes from December 2, 2021.

**M/S/C:** committee approved

1. **Discussion Items**
2. **CalWORKs**

Student Services Director, Frank Ramirez will submit revised Program Review.

The committee recommended the following:

* Program Mission Statement – meets requirements, the semicolon after the word “training” should be a comma
* SAOs – do not reflect an actual outcome. CalWORKs is asked to revamp this section. Melissa, or their Outcomes Committee rep can help. Assessment can be established as a schedule for the future, if necessary.
* Data section – is good, the course success rates chart comes from the wrong dashboard. Mike will share the correct one with Frank.
* The committee advised correction of a number of grammatical errors in various sections.

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

**V. Announcements**

**VI. Future Agenda Items**

**Adjournment:**

**Meeting adjourned at 11:00 am.**