**Present:**

Michael Carley, Jodie Logan, Primavera Arvizu, Kendra Haney, Melissa Long, Julian West, Sarah Phinney

**Absent:**

Thad Russell, Anja Goebel

1. **Call to Order**

Mr. Carley called the meeting to order at 9:03 am.

1. **Approval of Agenda**

Motion made to approve the January 20, 2022 agenda.

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

1. **Approval of Minutes**

Motion made to approve minutes from December 9, 2021.

**M/S/C:** Jodie Logan, Melissa Long

1. **Discussion Items**
2. **Program Review – Distance Education**

Educational Media Design Specialist, Sarah Phinney, will submit revised Program Review.

The committee recommended the following:

* SAOs – entirely meets requirements
* Program Trends & Analysis – data shows more course sections in the Fall 2020
* Goals – meets requirements, change unique courses wording to 20% of courses
* Areas of improvements – a need for a dedicated budget and a management position to oversee distance education going forward
* Staffing needs – meets requirements, add a sentence or two earlier in the document
* Resource Requests – meets requirements
* One of the best program reviews, minor changes

The Distance Education Program Review meets standards and will be forwarded to CC after all recommended changes.

 **V. Announcements**

**VI. Future Agenda Items**

**Adjournment:**

 **Meeting adjourned at 9:40 am.**