**Present:**

Michael Carley, Primavera Arvizu, Kendra Haney, Melissa Long, Carlos Rodriguez, Michelle Miller-Galaz, Reagen Dozier

**Absent:**

Jodie Logan, Anja Goebel, Julian West

1. **Call to Order**

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

1. **Approval of Agenda**

Motion made to approve the March 3, 2022 agenda.

**M/S/C:** Kendra Haney/Melissa Long

1. **Approval of Minutes**

Motion made to approve minutes from February 24, 2022.

**M/S/C:** Kendra Haney/Melissa Long

1. **Discussion Items**
2. **Program Review – Learning Center**
3. Dean, Michelle Miller-Galaz, will submit revised Program Review.

The committee recommended the following:

* Mission statement – meets requirements
* SAOs – change the first and second SAO to “this is” and don’t capitalize students
* Program analysis and trends – change font to times new roman
* LC review – change to “effectiveness”
* Services provided per semester chart – put a sentence about SARS, start chart with spring 2020
* Total scheduled hours per semester chart – correct word to spring. Spell out CRLA the first time
* End of semester survey – change ¼ to 1 of 4. Page 9 second bullet point – reword sentence. Page 10 all of the falls and springs change to lower case, drop the word “who”. Page 11 third column- change wording and combine charts
* Changes in program over the last three years – correct springs and falls
* Program strengths – reword 3rd and 5th paragraph
* Goals – add title v to job description for program director
* Staffing – meets requirements
* Resource requests – put n/a
* Budget – add the description for the 4000 and 5000 accounts

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

 **V. Announcements** – Please review long program review for next meeting

**VI. Future Agenda Items**

**Adjournment:**

 **Meeting adjourned at 9:57 am.**