Topic	Discussion	Action
Call to order/ Establish Quorum	*=*Non-voting member* **Members:** Aderemi Adedokun (AD5), *Doug Berry (ELT), Michael Byrnes (Stu Sup), Stacey Hilton (OIS), Kim Howell (OIS), Jennifer Jacobson (AD4), Allen Magarrell (AD1), *Marylou Mercado (ELT), Robert Moon (AD1), Cal Peterson (Stu Dev), Bambi Pish-Derr (Chair, AD2), Sarah Southwick (OIS), Steve Sparks (AD5), Ellen Blair (SGA), Megan Vandermeer (AD2), IER Representative (as needed)	
Minutes	1. Review minutes from November 2024 meeting	
	2. 2025 A-Day Planning a. Date selected: 09/26/25	

	3. SLOA Committee Reviews
	    a. Update on A-Report Reviews
	    b. C-Maps & A-Plan Review Volunteers
	        i. Unmanned Aircraft Systems
	        ii. BSN
	        iii. ICE
	        iv. Accounting	

	4. Interest in ERAU Continuous Improvement Summit a. Currently: Kim, Cal, Remi, Jennie, and Sarah	
	5. Other updates/New Business	
	6. Adjourn	

	DEADLINES & REMINDERS
	
	a. AY24-25 Program Review Timelines & Deadlines
	    • OCTOBER
	        a. SLOA Committee Review of A-Reports
	        b. Wednesday, October 30th – All C-Maps and A-Plans are DUE
	    • NOVEMBER-DECEMBER
	        a. SLOA Review of A-Reports, C-Maps, and A-Plans
	    • JANUARY
	        a. Mid-JAN: All reviews on A-Documents need to be complete for Program Review process to begin as of February 1st	