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| AGENDA/MINUTES |
| Team Name | SMART Meeting |
| Date | October 8, 2015 |
| Time | 1:30-3:00 pm |
| Location | A-113 |

|  |  |  |  |
| --- | --- | --- | --- |
| Facilitator | Cathie Oshiro | Recorder | Cindy Couch |
| Team members | Present XAbsent O |
| x | Cathie Oshiro | o | Ashley Arnold (via GTM) | o | Dr. Robin Garrett  | x | Stephanie Joiner |
| x | Angie Maddy | x | Julie Knoblich | o | Jakki Maser |  |  |
| Guests |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Informational Items |  |
|  |  |
| Topics/Notes | Reporter |
| * Next Steps for Investigators – **Discussed possible training through Johnson Community College for Title IX Investigators. Cathie, Angie and Julie will discuss JCCC training and Investigator in a box options with Dr. Heilman.**
 | Team |
| * Review of Questions for Randy Henry – **Completed, Cathie will provide questions/concerns to Randy Henry**
 | Team |
| * Review of alternative Section 4 (will be posted on T drive Thursday a.m. for review) – **Completed**
 | Team |
| * Update on Family Crisis Center - **Jakki unable to attend, tabled until next meeting.**
 | Jakki/Angie |

**ALWAYS KEEPING IN MIND:**

**Barton Core Priorities/Strategic Plan Goals
Drive Student Success**

1. Increase student retention and completion
2. Enhance the Quality of Teaching and Learning

**Cultivate Community Engagement**

1. Enhance Internal Communication
2. Enhance External Communication

**Emphasize Institutional Effectiveness**

1. Initiate periodic review of the Mission Statement and Vision Statement.
2. Through professional development, identify and create a training for understanding and use of process improvement methodologies.

**Optimize Employee Experience**

1. Develop more consistent & robust employee orientation.
2. Enhance professional development system.