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| AGENDA/MINUTES | |
| Team Name | SMART Meeting |
| Date | November 05, 2015 |
| Time | 1:30-3:00 pm |
| Location | A-113/GTM (see calendar appt.) |

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| Facilitator | | Cathie Oshiro | | | | | Recorder | Cindy Couch | | |
| Team members | | | | | | | | | Present X  Absent O | |
| x | Cathie Oshiro | | o | Ashley Arnold (via GTM) | x | Dr. Robin Garrett | | | x | Stephanie Joiner |
| x | Angie Maddy | | o | Julie Knoblich | x | Jakki Maser | | |  |  |
| Guests | | | | | | | | | | |
|  |  | |  |  |  |  | | |  |  |
| Informational Items | | | | | | | | | |  |
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| Topics/Notes | | | | | | | | | | Reporter |
| * Barton Chat November 17, what is the focus for Stephanie’s presentation?   + **Will discuss reporting chart on the 1P1P**   + **Poster sized document of the chart on the 1P1P – Cindy will request from print office and provide .pdf of same to Stephanie**   + **Will discuss “Report” Button on website**   + **Will discuss “Timely Warning” requirements**   + **Provide information on upcoming video “The Hunting Ground”**   + **Stephanie will send email invites to advocates and investigators to let them know the next Barton Chat will be focus on Title IX procedures** | | | | | | | | | | Joiner |
| * Review of chart on pages 12 and 13 to add FCC advocates – **Completed** | | | | | | | | | | Team |
| * Review updated revisions for 1P1P – **Cathie requested team look over the yellow highlights on the 1P1P here:** [..\..\1P 1P POLICY\CONSOLIDATED GOOD DRAFT\11.05.15 SECTION 1 & 2 & 3 & 4 & 6.docx](../../1P%201P%20POLICY/CONSOLIDATED%20GOOD%20DRAFT/11.05.15%20%20SECTION%201%20&%202%20&%203%20&%204%20&%206.docx) | | | | | | | | | | Oshiro |
| * MOU models for agreement with FCC – Tabled for next meeting | | | | | | | | | | Team |
| * Beginning budget plan **- Cathie has started a folder here for potential budget items:** [..\..\BUDGET\ATIXA BUDGET NARRATIVE.docx](../../BUDGET/ATIXA%20BUDGET%20NARRATIVE.docx) | | | | | | | | | | Oshiro |

**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.