|  |
| --- |
| AGENDA/MINUTES |
| Team Name | SMART Meeting |
| Date | February 18, 2016 |
| Time | 1:30-3:00 pm |
| Location | A-113/GTM (see calendar appt.) |

|  |  |  |  |
| --- | --- | --- | --- |
| Facilitator | Cathie Oshiro | Recorder | Cindy Couch |
| Team members | Present XAbsent O |
| x | Cathie Oshiro | o | Ashley Anderson  | o | Dr. Robin Garrett  | x | Stephanie Joiner |
| o | Angie Maddy | x | Julie Knoblich | x | Jakki Maser | o | Jim Ireland |
| x | Kathy Brock | o | Lucas Stoelting  |  |  |  |  |
| Guests |
|  |  |  |  |  |  |  |  |
| Informational Items |  |
|  |  |
| Topics/Notes | Reporter |
| * Announcements
	+ Approve prior minutes

Action: For each meeting we’ll approve prior minutes and forward to IT to post on Barton website. IT must post within 6 days of receipt.  | Team  |
| * Update on training opportunities for Level 1/Level 2/Advocates – No new information
 | Oshiro |
| * Cathie’s discussion with Charles on generic email transfer - Complete
 | Oshiro |
| * Update on Title IX Training for BCCC employee and student training

Action: Angie plans launch for upcoming week. Angie contacting law room to see if her shell will correspond to employee shell.  | Knoblich/Maddy |
| * Training Update – FCC’s role in training (i.e. attending SMART meetings, training for Champions) - Tabled for future discussion.
 | Maddy |
| * Update on potential MOU Development - Tabled for next meeting – Maddy unable to attend meeting.
 | Maddy |
| * 1P1P – Review Process/Schedule Update – Completed Section.
	+ Team will compare the Barton 1P1P to the new ATIXA Investigation with Appeals model document to create final Barton 1P1P Note: the most updated revision will be e-mailed just before noon on Thursday.
 | Team |
| * Review plan for Quarterly Meetings to update/include students and community -- Volunteers? Tabled for future discussion
 | Team |
| * Clery-related policies Update – Tabled for future – Ireland unable to attend this meeting.
 | Ireland/Stoelting |

**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.