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| AGENDA/MINUTES |
| Team Name | SMART Meeting |
| Date | February 25, 2016 |
| 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 XAbsent O |
| x | Cathie Oshiro | x | Ashley Anderson  | o | Dr. Robin Garrett  | x | Stephanie Joiner |
| x | Angie Maddy | x | Julie Knoblich | x | Jakki Maser | x | Jim Ireland |
| x | Kathy Brock | x | Lucas Stoelting  |  |  |  |  |
| Guests |
|  |  |  |  |  |  |  |  |
| Informational Items |  |
|  |  |
| Topics/Notes | Reporter |
| * Announcements
	+ Approve prior minutes

Action: Team will receive minutes for meetings and notify Cindy of any changes. If there are no changes, Cindy will forward to IT to link.* + Training for Level 1/Level 2/Advocates – **Cathie has submitted request for Level 1 and Level 2 training. Will advise team upon hearing whether request has been approved.**
 | Team  |
| * Training – Victim’s Right’s Conference <http://www.grants.ks.gov/cvrc>

Action: Review and see if you’d like to go – notify Cathie if you have not already.  | Oshiro |
| * Update on Title IX Training for BCCC employee and student training – **Angie launching student training this week. Julie updated team on progress for employees.**
 | Knoblich/Maddy |
| * Training Update – FCC’s role in training (i.e. attending SMART meetings, training for Champions) - Cathie reported that **Things have slowed down for FCC so they will have more time to work with us on their role in training in addition to working on MOU’s.**
 | Oshiro |
| * Update on potential MOU Development – **Cathie has looked at some MOU’s we could use and will work with FCC along with to complete**
 | Oshiro |
| * April Sexual Assault Awareness Month activities

Action: Stephanie will set up meetings to include champions and they will plan activities for April Sexual Assault Awareness Month.  | Joiner |
| * Review plan for Quarterly Meetings to update/include students and community - Volunteers? – **Tabled for future**
 | Team |
| * Clery-related policies Update - **In progress – see current updates** [**Clery-Barton policy tables**](../../../CLERY%20POLICIES%20AND%20BARTON)
 | Ireland/Stoelting |
| * 1P1P – Review Process/Section 2 - **See** [**Revised Section II**](../../../1P%201P%20POLICY/CONSOLIDATED%20GOOD%20DRAFT/02.26.16%20REVISION%20SECTION%202.rtf)

Action: Team to review amended Section II Action: Team to compare “Statements of Rights” for both reporting and responding parties prior to next meeting. | Team |

**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.