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| AGENDA/MINUTES | |
| Team Name | SMART Meeting |
| Date | March 3, 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 X  Absent O | |
| x | Cathie Oshiro | | o | Ashley Anderson | o | Dr. Robin Garrett | | | x | Stephanie Joiner |
| x | Angie Maddy | | x | Julie Knoblich | o | Jakki Maser | | | x | Jim Ireland |
| x | Kathy Brock | | x | Lucas Stoelting |  |  | | |  |  |
| Guests | | | | | | | | | | |
|  |  | |  |  |  |  | | |  |  |
| Informational Items | | | | | | | | | |  |
| Ashley and Dr. Garrett at Board Retreat – unable to attend | | | | | | | | | |  |
| Topics/Notes | | | | | | | | | | Reporter |
| * Announcements   + Victim’s Rights Conference <http://www.grants.ks.gov/cvrc> - final list to submit for approval   Action: Cathie to submit request for approval 03.04.16   * + Approval for Level 1 and Level 2 Investigator training – **Angie and Julie for Level II training in September and Ashley and Jonathan Dietz for Level I training in July has been approved.**   + **Hutchinson called about possible Title IX team effort/collaboration.** | | | | | | | | | | Oshiro/Team |
| * Update on Title IX Training for BCCC employee and student training – **Employee emails have been sent for mandatory training. Students are starting to complete their training.**   Action: Angie will send email to student employees to complete training during working hours. | | | | | | | | | | Knoblich/Maddy |
| * Update on April Sexual Assault Awareness Month activities – **Stephanie has meeting scheduled with advocates/champions and will solicit their help with activities.** | | | | | | | | | | Joiner |
| * Update on Clery-related policies Update [**Clery-Barton policy tables**](../../../CLERY%20POLICIES%20AND%20BARTON/CLERY%20REQUIREMENTS%20TABLE-Ireland.docx) **– Looked at spreadsheet showing location of various policies, discussed having Steinert’s group help in publishing annual booklet to be distributed. Ongoing.** | | | | | | | | | | Ireland |
| * Update on potential MOU Development and FCC roles–   Action: Angie will bring an MOU to next meeting for possible approval. | | | | | | | | | | Oshiro |
| * Review plan for Quarterly Meetings to update/include students and community - Volunteers? – **Tabled for future** | | | | | | | | | | Team |
| * 1P1P – Review Process/Section 2 -[Completed Revised](../../../1P%201P%20POLICY/CONSOLIDATED%20GOOD%20DRAFT/03.03.16%20REVISION%20COMPLETE.docx)   Action: Team needs to review and send comments to Cindy 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.