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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 XAbsent 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.