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| AGENDA/MINUTES |
| Team Name | SMART Meeting |
| Date | March 10, 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  | x | Dr. Robin Garrett  | o | Stephanie Joiner |
| x | Angie Maddy | x | Julie Knoblich | o | Jakki Maser | o | Jim Ireland |
| x | Kathy Brock | o | Lucas Stoelting  |  |  |  |  |
| Guests |
|  |  |  |  |  |  |  |  |
| Informational Items |  |
|  |  |
| Topics/Notes | Reporter |
| * Job description for Title IX Coordinator to be submitted 03.11.16– [Job Description](file:///T%3A%5CATIXA-Title%20IX%5CMEETING%20MINUTES%5CSMART%20MEETING%20AGENDA-MINUTES%5CFY2016%5C2016.03.10%20SMART%20Mtg%20Agenda-Minutes%5CTITLE%20IX%20COORDINATOR.doc) – Review completed. Cathie will update minor changes.

Action: Cathie will submit completed job description to Dr. Heilman 03.11.16 | Oshiro |
| * Update on April Sexual Assault Awareness Month activities – See here for update [April Activities](file:///%5C%5Camshare3%5Cshared%5CATIXA-Title%20IX%5CMEETING%20MINUTES%5CCHAMPION%20MEETING%20AGENDA-MINUTES%5CApril%20Activities.docx)
 | Joiner |
| * Update on potential MOU Development and FCC roles - See here [MOU 03.07.16](file:///T%3A%5CATIXA-Title%20IX%5CSMART%20MEETINGS%5CFY2016%5C2016.03.10%20SMART%20Mtg%20Agenda-Minutes%5CMemorandum%20Of%20Understanding%20draft%203%2007%202016.docx) and here [Redacted MOU](file:///T%3A%5CATIXA-Title%20IX%5CSMART%20MEETINGS%5CFY2016%5C2016.03.10%20SMART%20Mtg%20Agenda-Minutes%5CRedacted%20MOU%20-%20Campus-Program%20%282%29.pdf) – Reviewed

Action: Minor changes will be made then Cathie will forward to Dr. Heilman for general approval. Then will forward to Laura at FCC for review. | Maddy |
| * Climate Surveys – This year every student and every employee will be surveyed. Discussion to use generic survey where all student participants can use the same form no matter where they are located.

Action: Angie will send current survey questionnaire to Ashley who will work on completing.  | Knoblich/Maddy/Anderson |
| * Identification of Advocates for the Respondent – Discussed various possible advocates for the respondent including Chris Lemon, Dennan Morrow and Mark Shipman. Abby Howe has already volunteered.

Action: Ashley will contact Mark Shipman to see if interested, Cathie will contact Chris Lemon and Dennan Morrow. Action: Cathie will send link to webinar “How to Support & Advocate for Students Accused of Sexual Assault on Campus” when the link becomes available.  | Team |
| * Next steps for 1P1P – [Revised Complete](file:///T%3A%5CATIXA-Title%20IX%5C1P%201P%20POLICY%5CCONSOLIDATED%20GOOD%20DRAFT%5C03.03.16%20REVISION%20COMPLETE.docx)

Action: Julie will discuss with Dr. Heilman if okay to submit to President’s Staff as a “first reading”.  | Team |
| * Reminders:
	+ Training for housekeeping and other “active bystanders”

Action: Dr. Garrett will send email to Mark Dean explaining 3rd party vendors must have an MOU that they are responsible for training their own personnel re: Title IX or else they would be required to take the training we provide. * + Review plan for Quarterly Meetings to update/include students and community
	+ Develop presentations, videos, power points etc. to be used for faculty meetings, Professional Conference Days or similar activities.
	+ ASR – Need to make sure we are “distributing report” appropriately.
 | 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.