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

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| --- | --- | --- | --- |
| Facilitator | Cathie Oshiro | Recorder |  |
| Team members | Present XAbsent O |
| X | Cathie Oshiro | X | Ashley Anderson  | O | Dr. Robin Garrett  | X | Stephanie Joiner |
| X | Angie Maddy | O | Julie Knoblich | O | Jakki Maser | O | Jim Ireland |
| x | Kathy Brock | O | Lucas Stoelting  |  |  |  |  |
| Guests |
|  |  |  |  |  |  |  |  |
| Informational Items |  |
|  |  |
| Topics/Notes | Reporter |
| * Update on Title IX Interim Coordinator
	+ Stephanie Joiner will be acting as Interim Title IX Coordinator for the 16-17 school year.
 | Garrett |
| * [Inclusion Statements](file:///%5C%5Camshare3%5Cshared%5CATIXA-Title%20IX%5CMEETING%20MINUTES%5CSMART%20MEETING%20AGENDA-MINUTES%5CFY2016%5C2016.06.30%20SMART%20Mtg%20Agenda-Minutes%5CInclusion%20statements.docx)
	+ Attached statement created by Angie Maddy to reflect inclusion and not single-out specific group.
	+ Working on inclusion statements for facilities and official records as well.
	+ Will publish as statements of inclusion (where needed with policies) at this time, looking to create official procedures regarding statements in the future.
 | Maddy |
| * FCC MOU follow-up, next steps
	+ Sent signed draft to Laura at FCC two weeks prior to this date. Waiting for response.
 | Maddy |
| * Student training (See [Item #2](file:///%5C%5Camshare3%5Cshared%5CATIXA-Title%20IX%5CMEETING%20MINUTES%5CSMART%20MEETING%20AGENDA-MINUTES%5CFY2016%5C2016.06.30%20SMART%20Mtg%20Agenda-Minutes%5CAttachment%20to%20Agenda.msg) in AM e-mail)
	+ Discussed the need to attach consequences or create leverage in requiring the completion of the student training for mandatory groups.
	+ Will continue to investigate the possibility of placing a hold on Spring Enrollment for those students in the mandatory group.
 | Maddy |
| * Solie’s Comments (See [Item #3](file:///%5C%5Camshare3%5Cshared%5CATIXA-Title%20IX%5CMEETING%20MINUTES%5CSMART%20MEETING%20AGENDA-MINUTES%5CFY2016%5C2016.06.30%20SMART%20Mtg%20Agenda-Minutes%5CAttachment%20to%20Agenda.msg) in AM e-mail)
	+ Stephanie Joiner will be drafting a response to concerns about verbal/non-verbal methods of consent and compliance with the affirmative consent requirement of school policy.
	+ Question highlighted the need for continued training on the subject – to both students and faculty/staff.
 | Maddy |
| * Designate date and attendee list for Advocate System review
	+ Suggested names: Charles Perkins, Mark Dean, Michelle Kaiser
 | Team |
| * Create SMART Charter (for accreditation documentation)
	+ Distributed for review; comments/suggestions to be shared at next SMART meeting
 | Team |
| * Review and update SMART To-Do List
	+ Distributed for review; comments/suggestions to be shared at next SMART 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.