



HLC Accreditation Evidence

Title: Example - Institutional Team (SMART) Agenda and Minutes

Office of Origin: President

AGENDA/MINUTES

Team Name	SMART Meeting
Date	August 18, 2016
Time	1:30-3:00 pm
Location	A-113/GTM (see calendar appt.)

Facilitator	Stephanie Joiner	Recorder	Stephanie Joiner
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Team members						Present X	Absent O
X	Cathie Oshiro	O	Ashley Anderson	X	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							

Topics/Notes						Reporter	
<ul style="list-style-type: none"> • ADVOCATE Presentation/Next Steps <ul style="list-style-type: none"> ○ Team recommends moving forward with ADVOCATE for Title IX case/workflow management. ○ Will investigate comparison between ADVOCATE and Barton's current communications system Sales Force. ADVOCATE provides constant updates regarding federal requirements. 						Team	
<ul style="list-style-type: none"> • Student Training Update <ul style="list-style-type: none"> ○ 1084 Adult invitations sent this week – 14 have completed. ○ 859 Traditional Student invitations sent – 6 completed ○ Problems with rolling over returning students identified and reapplied for the second year are being addressed. ○ Concerns with how to identify Athletes through Banner also being addressed – Joiner will forward updated roster. 						Maddy	
<ul style="list-style-type: none"> • KS Title IX Coordinators Meeting – August 2016. <ul style="list-style-type: none"> ○ Barton is on track and doing well in terms of requirements, needs, and focus in comparison with other schools. ○ Official non-profit organization is being created for KS schools. More information to come. ○ Next meeting to be held during the Heartland Campus Safety Summit in November. ○ Considering how to share training expenses between schools. 						Stephanie	
<ul style="list-style-type: none"> • Upcoming Trainings <ul style="list-style-type: none"> ○ Investigators – September 19-22, All investigators will be completing level two or three trainings. ○ Heartland Campus Safety Summit – November 16-17. Cathie will look into registration. ○ A few members of SMART will consider attending, and campus Champions will be invited to participate. 						Stephanie/Cathie	
<ul style="list-style-type: none"> • Deputy Coordinators <ul style="list-style-type: none"> ○ Process for email communications regarding multiple campuses and assigned areas to be developed. 						Team	

<ul style="list-style-type: none"> ○ Meeting for Deputy Coordinators to develop flow-chart for investigative/communications process to be set for late September. ○ All students will be under the Deputy Coordinator for students, regardless of campus location. 	
<ul style="list-style-type: none"> ● Champions and Advocates <ul style="list-style-type: none"> ○ Joiner is working to schedule meeting with new Director of Family Crisis Center to determine their presence on campus for this school year. ○ Will identify Champions to work as on-campus Advocates in absence of FCC Advocate. 	Stephanie

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

3. Enhance Internal Communication
4. Enhance External Communication

Emphasize Institutional Effectiveness

5. Initiate periodic review of the Mission Statement and Vision Statement.
6. Through professional development, identify and create a training for understanding and use of process improvement methodologies.

Optimize Employee Experience

7. Develop more consistent & robust employee orientation.
8. Enhance professional development system.