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| AGENDA/MINUTES | |
| Team Name | SMART Meeting |
| Date | October 1, 2015 |
| Time | 1:30-3:00 pm |
| Location | A-113/GoToMeeting (see calendar insert) |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Facilitator | | Cathie Oshiro | | | | | Recorder | Cindy Couch | | |
| Team members | | | | | | | | | Present X  Absent O | |
| x | Cathie Oshiro | | o | Ashley Arnold (via GTM) | x | Dr. Robin Garrett | | | o | Stephanie Joiner |
| x | Angie Maddy | | x | Julie Knoblich | x | Jakki Maser | | |  |  |
| Guests | | | | | | | | | | |
|  |  | |  |  |  |  | | |  |  |
|  |  | |  |  |  |  | | |  |  |
| Informational Items | | | | | | | | | |  |
|  | | | | | | | | | |  |
| Topics/Notes | | | | | | | | | | Reporter |
| * Review Section 6 – **Completed** | | | | | | | | | | Team |
| * Update on Family Crisis Center (if meeting took place) **–Meeting has not yet taken place, Jakki will call them this coming week to set up.** | | | | | | | | | | Jakki/Angie |
|  | | | | | | | | | |  |

**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.