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| --- | --- |
| AGENDA/MINUTES | |
| Team Name | SMART Meeting |
| Date | October 22, 2015 |
| Time | 1:30-3:00 pm |
| Location | A-113/GTM (see calendar appt.) |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Facilitator | | Cathie Oshiro | | | | | Recorder | Cindy Couch | | |
| Team members | | | | | | | | | Present X  Absent O | |
|  | Cathie Oshiro | |  | Ashley Arnold (via GTM) |  | Dr. Robin Garrett | | |  | Stephanie Joiner |
|  | Angie Maddy | |  | Julie Knoblich |  | Jakki Maser | | |  |  |
| Guests | | | | | | | | | | |
|  |  | |  |  |  |  | | |  |  |
| Informational Items | | | | | | | | | |  |
|  | | | | | | | | | |  |
| Topics/Notes | | | | | | | | | | Reporter |
| * Update on [Resource Handout.pdf](file:///\\amshare3\shared\ATIXA-Title%20IX\SMART%20MEETINGS\10.15.15\Resource%20Handout.pdf) if needed | | | | | | | | | | Maddy |
| * Update on Investigator Training if needed | | | | | | | | | | Oshiro |
| * Continuation of Section 6 Review – | | | | | | | | | | Team |
| * Update on meeting with Dr. Heilman re: Family Crisis Center   + - When should we begin inviting them?     - MOU – Process? Involvement?     - Job or service description | | | | | | | | | | Jakki/Angie/  Cathie |
| * Review of pages 14-16 – condense definitions of Equity Grievance Panel Roles – eliminate names [..\..\1P 1P POLICY\CONSOLIDATED GOOD DRAFT\10.15.15 SECTION 1 & 2 & 3 & 4 & 6.docx](../../1P%201P%20POLICY/CONSOLIDATED%20GOOD%20DRAFT/10.15.15%20SECTION%201%20&%202%20&%203%20&%204%20&%206.docx) | | | | | | | | | | 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.