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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 XAbsent 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:///%5C%5Camshare3%5Cshared%5CATIXA-Title%20IX%5CSMART%20MEETINGS%5C10.15.15%5CResource%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%26%202%20%26%203%20%26%204%20%26%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.