|  |  |
| --- | --- |
| AGENDA/MINUTES | |
| Team Name | SMART Meeting |
| Date | October 15, 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 | |
| x | Cathie Oshiro | | o | Ashley Arnold (via GTM) | o | Dr. Robin Garrett | | | x | Stephanie Joiner |
| x | Angie Maddy | | x | Julie Knoblich | o | Jakki Maser | | |  |  |
| Guests | | | | | | | | | | |
|  |  | |  |  |  |  | | |  |  |
| Informational Items | | | | | | | | | |  |
| * **All members need to look over Middlebury list of rights for “party bringing grievance” and “responding party” prior to next meeting to consider how to include in 1P1P policy.**   **COMPARE**  [**..\..\1P 1P POLICY\SECTION 4\10.06.15 BARTONIZED.docx**](../../1P%201P%20POLICY/SECTION%204/10.06.15%20BARTONIZED.docx)  **And**  [**..\..\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) **(page 22)** | | | | | | | | | |  |
| Topics/Notes | | | | | | | | | | Reporter |
| * **Need additional resource information for the Resources handout Angie passed out to group. Can be seen here** [**Resource Handout.pdf**](Resource%20Handout.pdf) **Angie will be contacting Raymond Kruse for information on a Mental Health facility. Information also needed for Hospital for Ft. Leavenworth.** | | | | | | | | | | Maddy |
| * Update on Investigator Training **– Discussed who is going and arrangements/classes for those attending. Angie will contact Bill Nash to see if he wants to send a representative from Grandview and Julie will contact Ashley Arnold to see if she wants to send a representative from Ft. Leavenworth.** | | | | | | | | | | Oshiro |
| * Continuation of Section 6 Review – **Additional discussion needed** | | | | | | | | | | Team |
| * Update on Family Crisis Center - **Cathie, Angie and Julie are meeting with Dr. Heilman October 20 to discuss.**   + - When should we begin inviting them?     - MOU – Process? Involvement?     - Job or service description | | | | | | | | | | 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.