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| AGENDA/MINUTES |
| Team Name | SMART Meeting |
| Date | December 10, 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 |
| x | Cathie Oshiro | o | Ashley Anderson  | o | Dr. Robin Garrett  | x | Stephanie Joiner |
| x | Angie Maddy | x | Julie Knoblich | x | Jakki Maser |  |  |
| Guests |
|  |  |  |  |  |  |  |  |
| Informational Items |  |
| Cathie talked to Dr. Heilman and they are looking into what requirements would be for a Title IX Coordinator and a part time clerical person to assist.  |  |
| Topics/Notes | Reporter |
| * Complete 1P1P Policy [1P1P Policy Procedure](file:///%5C%5Camshare3%5Cshared%5CATIXA-Title%20IX%5C1P%201P%20POLICY%5CCONSOLIDATED%20GOOD%20DRAFT%5C11.11.15%20%20SECTION%201%20%26%202%20%26%203%20%26%204%20%26%206.docx) - **Draft is completed**
 | Team |
| * Discuss possibility of Student Representative(s) – **Tabled for future discussion**
 | 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.