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| AGENDA/MINUTES | |
| Team Name | SMART Meeting |
| Date | December 17, 2015 |
| Time | 1:30-3:00 pm |
| Location | A-113/GTM (see calendar appt.) |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Facilitator | | Cathie Oshiro | | | | | Recorder | Cindy Couch | | |
| Team members | | | | | | | | | Present X  Absent O | |
|  | Cathie Oshiro | |  | Ashley Anderson |  | Dr. Robin Garrett | | |  | Stephanie Joiner |
|  | Angie Maddy | |  | Julie Knoblich |  | Jakki Maser | | |  |  |
| Guests | | | | | | | | | | |
|  |  | |  |  |  |  | | |  |  |
| Informational Items | | | | | | | | | |  |
|  | | | | | | | | | |  |
| Topics/Notes | | | | | | | | | | Reporter |
| * Final overview 1P1P Policy [1P1P Policy Procedure](file:///\\amshare3\shared\ATIXA-Title%20IX\1P%201P%20POLICY\CONSOLIDATED%20GOOD%20DRAFT\11.11.15%20%20SECTION%201%20&%202%20&%203%20&%204%20&%206.docx) - Hard copy given to team members to review. If not additional changes, will go for review by legal counsel. | | | | | | | | | | Team |
| Reminder to ponder: If we’re going to have student representatives, do we also need faculty/staff representatives or are the people we already have on SMART enough representation? We have both staff and faculty on the team qualified as representatives; | | | | | | | | | | Oshiro |
|  | | | | | | | | | |  |

**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.