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| AGENDA/MINUTES |
| Team Name | SMART Meeting |
| Date | January 28, 2016 |
| 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 XAbsent O |
| x | Cathie Oshiro | x | Ashley Anderson  | x | Dr. Robin Garrett  | x | Stephanie Joiner |
| x | Angie Maddy | x | Julie Knoblich | x | Jakki Maser | o | Jim Ireland |
| x | Kathy Brock | x | Lucas Stoelting  |  |  |  |  |
| Guests |
|  |  |  |  |  |  |  |  |
| Informational Items |  |
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| Topics/Notes | Reporter |
| * Campus Program – Final Decision – The disadvantages of the project outweigh the advantages, e.g., creation of a parallel program, insufficient funding, inability to combine Title IX focus with Campus Program
* Action: Cathie will research other funding opportunities
 | Oshiro |
| * Training Update – Angie will present a training demo and provide more launch details next week. Discussion: employee and student monitoring
* Action: Angie will contact Laura at FCC to discuss role of advocate, time commitment, Laura and/or other staff member coming to SMART meeting, possibility of providing training for our Champions
 | Oshiro/Maddy |
| * Generic E-mail Addresses for Title IX Coordinator and Deputy Coordinators
* Action: Cathie will speak to Charles regarding his suggestion for generic e-mail address- Question related to routing Title IX e-mails to the specific Coordinator or Deputy Coordinator’s regular work account.
 | Joiner/Team |
| * Clery-related policies Update
* Action: Jim is working on this and will report next week.
 | Ireland/Stoelting |
| * ATIXA Training – Proposal Development
* Action: Cathie will send a list of possible training opportunities for Level 1/Level 2 investigators and Confidential Advocates.
* Action: FCC has some types of training available which may be suitable for Champions. Angie will ask Laura.
* Action: Team to develop MOU with assistance from FCC
* A faculty member volunteered to act as an advocate for the accused. Further discussion regarding the related responsibilities and training will occur at another meeting.
 | Team |
| * 1P1P – Review Process/Schedule –
	+ Original 1P1P was published for employee input, one employee made suggestions online.
	+ Original 1P1P was presented to President’s staff for 1st reading.
* Action: The team will compare the Barton 1P1P to the new ATIXA Investigation with Appeals model document to create final Barton 1P1P.
* Action: Angie indicated a need for a Mandatory Reporter Statement.
* Action: The team will review reader comments and revise the final document if needed.
 | Team |
| * Additional Members for SMART?
* Action: Rather than expanding SMART; the team will conduct quarterly meetings to provide action updates for the previous quarter and highlight upcoming activities. This format will include students and employees.
 | 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.