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| AGENDA/MINUTES |
| Team Name | SMART Meeting |
| Date | February 4, 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 | o | Ashley Anderson  | x | Dr. Robin Garrett  | x | Stephanie Joiner |
| x | Angie Maddy | o | Julie Knoblich | o | Jakki Maser | x | Jim Ireland |
| x | Kathy Brock | x | Lucas Stoelting  |  |  |  |  |
| Guests |
|  |  |  |  |  |  |  |  |
| Informational Items |  |
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| Topics/Notes | Reporter |
| * Training opportunities update for Level 1/Level 2/Advocates
	+ Action: Cathie will send a proposal to Dr. Heilman for Ashley and Jonathan Dietz as soon as they identify a training date. She will also send a proposal at a later date for the September training.
 | Oshiro |
| * Title IX Training Update – Launch details for BCCC employee and student training -Angie presented <https://www.campusclarity.com/signup> which will be the training program and tracker for both students and employees. Angie has filled in the information for the student side. There will be different training modules/requirements for different age groups – see [Maddy handout 02.05.16.pdf](Maddy%20handout%2002.05.16.pdf)
	+ Action: Jenna from HR will need to complete the information for the employee side.
	+ Action: Stephanie will present information for the training during the next athletic staff meeting. She also plans to encourage coaches to integrate the training into study hall or orientation times.
 | Maddy |
| * Cathie’s discussion with Charles on generic email transfer to specific Coordinator or Deputy Coordinator’s regular work email accounts - Emails have been set up and tested
 | Oshiro |
| * Training Update – FCC’s role in training (i.e. attending SMART meetings, training for Champions) - Tabled for a later date.
	+ Action: Angie will discuss with Laura at FCC.
 | Maddy |
| * Clery-related policies Update -Jim demonstrated some concerns with the current Campus Safety page.
	+ Action: Cindy will send Jim a spreadsheet to document written/approved policies pertaining to Clery requirements.
	+ Action: Jim will present current policies and procedures checklist at next meeting and identify those that need to be developed
 | Ireland/Stoelting |
| * MOU Development - Tabled for a later date
 | Maddy |
| * 1P1P – Review Process/Schedule Update - Ongoing
* Team will compare the Barton 1P1P to the new ATIXA Investigation with Appeals model document to create final Barton 1P1P
	+ Action: Team needs to look over handout: ATIXA “Investigation with Appeals” which can also be found here [.](../../../1P%201P%20POLICY/NEW%202016/INVESTIGATION%20ONLY%20-%20WITH%20APPEAL)[..\..\..\1P 1P POLICY\NEW 2016\INVESTIGATION ONLY - WITH APPEAL\ATIXA-OnePolicyOneProcess\_Investigation-Only-with-Appeal.doc](../../../1P%201P%20POLICY/NEW%202016/INVESTIGATION%20ONLY%20-%20WITH%20APPEAL/ATIXA-OnePolicyOneProcess_Investigation-Only-with-Appeal.doc) Team will review reader comments and revise the final document if needed. - ongoing
 | Team |
| * Review plan for Quarterly Meetings to update/include students and community - Tabled for next meeting
 | Team |
| * Dr. Garrett handed out information regarding “Non-Academic Misconduct Notations” being considered at the University level that she had received at the BAASC (Board of Academic Affairs Standing Committee) [Garrett handout 02.05.16.pdf](Garrett%20handout%2002.05.16.pdf)
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**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.