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| AGENDA/MINUTES | |
| Team Name | SMART Meeting |
| Date | February 11, 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 X  Absent O | |
|  | Cathie Oshiro | |  | Ashley Anderson |  | Dr. Robin Garrett | | |  | Stephanie Joiner |
|  | Angie Maddy | |  | Julie Knoblich |  | Jakki Maser | | |  | Jim Ireland |
|  | Kathy Brock | |  | Lucas Stoelting |  |  | | |  |  |
| Guests | | | | | | | | | | |
|  |  | |  |  |  |  | | |  |  |
| Informational Items | | | | | | | | | |  |
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| Topics/Notes | | | | | | | | | | Reporter |
| * Training opportunities update for Level 1/Level 2/Advocates | | | | | | | | | | Oshiro |
| * Title IX Training Update – Launch details for BCCC employee and student training | | | | | | | | | | Maddy |
| * Cathie’s discussion with Charles on generic email transfer Update | | | | | | | | | | Oshiro |
| * Training Update – FCC’s role in training (i.e. attending SMART meetings, training for Champions) | | | | | | | | | | Maddy |
| * Clery-related policies Update - | | | | | | | | | | Ireland/Stoelting |
| * MOU Development – | | | | | | | | | | Maddy |
| * 1P1P – Review Process/Schedule Update - * Team will compare the Barton 1P1P to the new ATIXA Investigation with Appeals model document to create final Barton 1P1P | | | | | | | | | | Team |
| * Review plan for Quarterly Meetings to update/include students and community – | | | | | | | | | | 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.