|  |  |
| --- | --- |
| AGENDA/MINUTES | |
| Team Name | SMART Meeting |
| Date | April 7, 2016 |
| Time | 1:30-3:00 pm |
| Location | A-113/GTM (see calendar appt.) |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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 | | | | | | | | | | |
|  | Abby Howe | |  | Chris Lemon |  | Mark Shipman | | |  | Melissa Stevens |
| Informational Items | | | | | | | | | |  |
|  | | | | | | | | | |  |
| Topics/Notes | | | | | | | | | | Reporter |
| * Advocate for the Accused Webinar [T:\ATIXA-Title IX\TRAINING\WEBINARS\How to Support & Advocate for the Accused.docx](file:///T:\ATIXA-Title%20IX\TRAINING\WEBINARS\How%20to%20Support%20&%20Advocate%20for%20the%20Accused.docx) | | | | | | | | | |  |
| * Update on April activities/Champion group update By e-mail? | | | | | | | | | | Joiner |
| * Climate Surveys Update – [employee](file:///\\amshare3\shared\ATIXA-Title%20IX\CLIMATE%20SURVEY\Climate%20Survey%20-%20employee%202016%20-%20Ashley's%20Edits.docx) and [student](file:///\\amshare3\shared\ATIXA-Title%20IX\CLIMATE%20SURVEY\Climate%20Survey%20-%20student%202016%20-%20Ash.docx) By e-mail? | | | | | | | | | | Anderson/Maddy/Knoblich |
| * Reminders:   + Training for housekeeping and other “active bystanders”   + Review plan for Quarterly Meetings to update/include students and community   + Develop presentations, videos, power points etc. to be used for faculty meetings, Professional Conference Days or similar activities.   + ASR – Need to make sure we are “distributing report” appropriately. | | | | | | | | | | 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.