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| AGENDA/MINUTES | |
| Team Name | SMART Meeting |
| Date | April 27, 2016 |
| Time | 1:30-3:00 pm |
| Location | A-113/GTM (see calendar appt.) |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Facilitator | | Cathie Oshiro | | | | | Recorder | Cathie Oshiro | | |
| 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 | | | | | | | | | |  |
|  | | | | | | | | | |  |
| Topics/Notes | | | | | | | | | | Reporter |
| * Results of Employee Campus Climate Survey | | | | | | | | | | Julie |
| * Update/Review April activities | | | | | | | | | | Stephanie |
| * MOU with FCC | | | | | | | | | | Angie |
| * Addition of One Investigator Trainee for this summer? | | | | | | | | | | Cathie |
| * Advocate for the Accused | | | | | | | | | | Cathie |
| * Plan for Fort Riley and Fort Leavenworth? | | | | | | | | | | Team |
| * 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.