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

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Facilitator | | Cathie Oshiro | | | | | Recorder |  | | |
| Team members | | | | | | | | | Present X  Absent O | |
| X | Cathie Oshiro | | X | Ashley Anderson | O | Dr. Robin Garrett | | | X | Stephanie Joiner |
| X | Angie Maddy | | O | Julie Knoblich | O | Jakki Maser | | | O | Jim Ireland |
| x | Kathy Brock | | O | Lucas Stoelting |  |  | | |  |  |
| Guests | | | | | | | | | | |
|  |  | |  |  |  |  | | |  |  |
| Informational Items | | | | | | | | | |  |
|  | | | | | | | | | |  |
| Topics/Notes | | | | | | | | | | Reporter |
| * Update on Title IX Interim Coordinator   + Stephanie Joiner will be acting as Interim Title IX Coordinator for the 16-17 school year. | | | | | | | | | | Garrett |
| * [Inclusion Statements](file:///\\amshare3\shared\ATIXA-Title%20IX\MEETING%20MINUTES\SMART%20MEETING%20AGENDA-MINUTES\FY2016\2016.06.30%20SMART%20Mtg%20Agenda-Minutes\Inclusion%20statements.docx)   + Attached statement created by Angie Maddy to reflect inclusion and not single-out specific group.   + Working on inclusion statements for facilities and official records as well.   + Will publish as statements of inclusion (where needed with policies) at this time, looking to create official procedures regarding statements in the future. | | | | | | | | | | Maddy |
| * FCC MOU follow-up, next steps   + Sent signed draft to Laura at FCC two weeks prior to this date. Waiting for response. | | | | | | | | | | Maddy |
| * Student training (See [Item #2](file:///\\amshare3\shared\ATIXA-Title%20IX\MEETING%20MINUTES\SMART%20MEETING%20AGENDA-MINUTES\FY2016\2016.06.30%20SMART%20Mtg%20Agenda-Minutes\Attachment%20to%20Agenda.msg) in AM e-mail)   + Discussed the need to attach consequences or create leverage in requiring the completion of the student training for mandatory groups.   + Will continue to investigate the possibility of placing a hold on Spring Enrollment for those students in the mandatory group. | | | | | | | | | | Maddy |
| * Solie’s Comments (See [Item #3](file:///\\amshare3\shared\ATIXA-Title%20IX\MEETING%20MINUTES\SMART%20MEETING%20AGENDA-MINUTES\FY2016\2016.06.30%20SMART%20Mtg%20Agenda-Minutes\Attachment%20to%20Agenda.msg) in AM e-mail)   + Stephanie Joiner will be drafting a response to concerns about verbal/non-verbal methods of consent and compliance with the affirmative consent requirement of school policy.   + Question highlighted the need for continued training on the subject – to both students and faculty/staff. | | | | | | | | | | Maddy |
| * Designate date and attendee list for Advocate System review   + Suggested names: Charles Perkins, Mark Dean, Michelle Kaiser | | | | | | | | | | Team |
| * Create SMART Charter (for accreditation documentation)   + Distributed for review; comments/suggestions to be shared at next SMART meeting | | | | | | | | | | Team |
| * Review and update SMART To-Do List   + Distributed for review; comments/suggestions to be shared at next SMART meeting | | | | | | | | | | 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.