

| AGENDA/MINUTES |  |
|----------------|--|
| Team Name      | SMART Meeting                                |
| Date           | September 22, 2016                           |
| Time           | 1:30-3:00 pm                                 |
| Location       | A-113/GTM (see calendar appt.) Moved to L111 |

|   |                   |                  |                      |   |                   |   |                         |          |
|---|-------------------|------------------|----------------------|---|-------------------|---|-------------------------|----------|
| Facilitator   |                   | Stephanie Joiner |                      |   | Recorder          |   | Teresa Zink             |          |
| Team members  |                   |                  |                      |   |                   |   | Present X               | Absent 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       | O                | Lucas Stoelting      |   |                   |   |                         |          |
| Guests  |                   |                  |                      |   |                   |   |                         |          |
| X   | Becky Davis – FCC | X                | Christie Flores –FCC |   |                   |   |                         |          |
| Informational Items   |                   |                  |                      |   |                   |   |                         |          |
|   |                   |                  |                      |   |                   |   |                         |          |
| Topics/Notes  |                   |                  |                      |   |                   |   | Reporter                |          |
| <ul style="list-style-type: none"> <li>Advocate Update – Maxient comparison               <ul style="list-style-type: none"> <li>Discussion about both Advocate and Maxient brought up questions about which would be better for the college.</li> <li>There will be additional info from Mark that can show if Maxient would be a financial recommendation.</li> <li>Angie is going to discuss with her source about the cost of Maxient for their school.</li> <li>Stephanie will check to see if a conference call is needed next Thursday on this topic.</li> </ul> </li> </ul> |                   |                  |                      |   |                   |   | Team                    |          |
| <ul style="list-style-type: none"> <li>Clery Report Update/Needs               <ul style="list-style-type: none"> <li>Jim spoke about the narrowing down location for data on the website. A meeting with certain people to get the security information consolidated was mentioned.</li> <li>Off campus policy for security should be updated.</li> </ul> </li> </ul>  |                   |                  |                      |   |                   |   | Joiner, Oshiro, Ireland |          |
| <ul style="list-style-type: none"> <li>FCC Update – Office Space               <ul style="list-style-type: none"> <li>Posters are already up around campus.</li> <li>Angie is going to get a key for the office for the advocate.</li> <li>Becky mentioned that they have already applied for a grant and awaiting answer.</li> </ul> </li> </ul>   |                   |                  |                      |   |                   |   | Joiner, Maddy           |          |
| <ul style="list-style-type: none"> <li>Culture of Respect Webinar (2 pm start)</li> </ul>   |                   |                  |                      |   |                   |   |                         |          |
| <ul style="list-style-type: none"> <li>1P1P is in beginning process for update.</li> </ul>  |                   |                  |                      |   |                   |   |                         |          |
| <ul style="list-style-type: none"> <li>Idea of “It’s On Us” video with our own students was brought up by Angie.</li> </ul>   |                   |                  |                      |   |                   |   |                         |          |

**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**

3. Enhance Internal Communication
4. Enhance External Communication

**Emphasize Institutional Effectiveness**

5. Initiate periodic review of the Mission Statement and Vision Statement.
6. Through professional development, identify and create a training for understanding and use of process improvement methodologies.

**Optimize Employee Experience**

7. Develop more consistent & robust employee orientation.

8. Enhance professional development system.