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| AGENDA/MINUTES | |
| Team Name | SMART Meeting |
| Date | September 24, 2015 |
| Time | 1:30-3:00 pm |
| Location | L-136/GoToMeeting |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Facilitator | | Angie Maddy | | | | | Recorder | Cindy Couch | | |
| Team members | | | | | | | | | Present X  Absent O | |
| o | Cathie Oshiro | | x | Ashley Arnold (via GTM) | x | Dr. Robin Garrett | | | x | Stephanie Joiner |
| x | Angie Maddy | | x | Julie Knoblich | x | Jakki Maser | | |  |  |
| Guests | | | | | | | | | | |
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| Informational Items | | | | | | | | | |  |
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| Topics/Notes | | | | | | | | | | Reporter |
| * Review Section 4 – **Discussed and changed as needed, recommendation to move on to Section 5 next meeting. Prefer to wait on training and continue with 1P1P. Team agreed best to wait on reviewing Middlebury additions to Sections 4 and 5 until the 1P1P POLICY is complete and then review Middlebury for PROCESSES.** | | | | | | | | | | Team |
| * FCC Discussion as needed - **Jakki and Angie will meet with the FCC Executive Director in the next week or two and start the process of getting them on board.** | | | | | | | | | | 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.