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| AGENDA/MINUTES |
| Team Name | SMART Meeting |
| Date | November 05, 2015 |
| Time | 1:30-3:00 pm |
| Location | A-113/GTM (see calendar appt.) |

|  |  |  |  |
| --- | --- | --- | --- |
| Facilitator | Cathie Oshiro | Recorder | Cindy Couch |
| Team members | Present XAbsent O |
| x | Cathie Oshiro | o | Ashley Arnold (via GTM) | x | Dr. Robin Garrett  | x | Stephanie Joiner |
| x | Angie Maddy | o | Julie Knoblich | x | Jakki Maser |  |  |
| Guests |
|  |  |  |  |  |  |  |  |
| Informational Items |  |
|  |  |
| Topics/Notes | Reporter |
| * Barton Chat November 17, what is the focus for Stephanie’s presentation?
	+ **Will discuss reporting chart on the 1P1P**
	+ **Poster sized document of the chart on the 1P1P – Cindy will request from print office and provide .pdf of same to Stephanie**
	+ **Will discuss “Report” Button on website**
	+ **Will discuss “Timely Warning” requirements**
	+ **Provide information on upcoming video “The Hunting Ground”**
	+ **Stephanie will send email invites to advocates and investigators to let them know the next Barton Chat will be focus on Title IX procedures**
 | Joiner |
| * Review of chart on pages 12 and 13 to add FCC advocates – **Completed**
 | Team |
| * Review updated revisions for 1P1P – **Cathie requested team look over the yellow highlights on the 1P1P here:** [..\..\1P 1P POLICY\CONSOLIDATED GOOD DRAFT\11.05.15 SECTION 1 & 2 & 3 & 4 & 6.docx](../../1P%201P%20POLICY/CONSOLIDATED%20GOOD%20DRAFT/11.05.15%20%20SECTION%201%20%26%202%20%26%203%20%26%204%20%26%206.docx)
 | Oshiro |
| * MOU models for agreement with FCC – Tabled for next meeting
 | Team |
| * Beginning budget plan **- Cathie has started a folder here for potential budget items:** [..\..\BUDGET\ATIXA BUDGET NARRATIVE.docx](../../BUDGET/ATIXA%20BUDGET%20NARRATIVE.docx)
 | Oshiro |

**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.