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| AGENDA/MINUTES |
| Team Name | SMART Meeting |
| Date | November 12, 2015 |
| Time | 1:30-3:00 pm |
| Location | A-113/GTM (see calendar appt.) |

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| --- | --- | --- | --- |
| Facilitator | Cathie Oshiro | Recorder | Cindy Couch |
| Team members | Present XAbsent O |
| x | Cathie Oshiro | x | Ashley Arnold (via GTM) | o | Dr. Robin Garrett  | x | Stephanie Joiner |
| x | Angie Maddy | o | Julie Knoblich | x | Jakki Maser |  |  |
| Guests |
| x | Jonathan Dietz | x | Amye Schneider |  |  |  |  |
| Informational Items |  |
|  |  |
| Topics/Notes | Reporter |
| * Ashley Arnold, Jonathan Dietz and Amye Schneider have been invited to provide overview of their Investigator Training at JCCC.- **All attended and reported to the team.** **More training will be available this coming January in Wichita.**
 | Arnold, Dietz, Schneider |
| * Timely Warning Policy and Procedure [Timely Warning Policy](file:///%5C%5Camshare3%5Cshared%5CATIXA-Title%20IX%5CTIMELY%20WARNING%20POLICY%5CTimely%20Warning.docx) – **Discussed and updated Timely Warning policy and procedures focusing on emergency notification of key personnel and where policy and information can be found on BCCC website. More discussion needed.**
 | Oshiro |
| * 1P1P Policy [1P1P Policy Procedure](file:///%5C%5Camshare3%5Cshared%5CATIXA-Title%20IX%5C1P%201P%20POLICY%5CCONSOLIDATED%20GOOD%20DRAFT%5C11.11.15%20%20SECTION%201%20%26%202%20%26%203%20%26%204%20%26%206.docx) - **Will work on this next meeting**
 | Oshiro |
| * MOU models for agreement with FCC if new information is available – **BCCC will provide and train advocates for the accused since this is not the focus of FCC. Angie will work on a template for the MOU with FCC.**
 | Maddy |
| * Beginning budget plan **- Cathie has started a folder here for potential budget items:** [..\..\BUDGET\ATIXA BUDGET NARRATIVE.docx](file:///%5C%5Camshare3%5Cshared%5CATIXA-Title%20IX%5CBUDGET%5CATIXA%20BUDGET%20NARRATIVE.docx) – **Tabled for future discussion.**
 | 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.