|  |  |
| --- | --- |
| AGENDA/MINUTES | |
| Team Name | SMART Meeting |
| Date | December 10, 2015 |
| Time | 1:30-3:00 pm |
| Location | A-113/GTM (see calendar appt.) |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Facilitator | | Cathie Oshiro | | | | | Recorder | Cindy Couch | | |
| Team members | | | | | | | | | Present X  Absent O | |
| x | Cathie Oshiro | | o | Ashley Anderson | o | Dr. Robin Garrett | | | x | Stephanie Joiner |
| x | Angie Maddy | | x | Julie Knoblich | x | Jakki Maser | | |  |  |
| Guests | | | | | | | | | | |
|  |  | |  |  |  |  | | |  |  |
| Informational Items | | | | | | | | | |  |
| Cathie talked to Dr. Heilman and they are looking into what requirements would be for a Title IX Coordinator and a part time clerical person to assist. | | | | | | | | | |  |
| Topics/Notes | | | | | | | | | | Reporter |
| * Complete 1P1P Policy [1P1P Policy Procedure](file:///\\amshare3\shared\ATIXA-Title%20IX\1P%201P%20POLICY\CONSOLIDATED%20GOOD%20DRAFT\11.11.15%20%20SECTION%201%20&%202%20&%203%20&%204%20&%206.docx) - **Draft is completed** | | | | | | | | | | Team |
| * Discuss possibility of Student Representative(s) – **Tabled for future discussion** | | | | | | | | | | 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.