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| AGENDA/MINUTES |
| Team Name | SMART Meeting |
| Date | December 17, 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 |
|  | Cathie Oshiro |  | Ashley Anderson  |  | Dr. Robin Garrett  |  | Stephanie Joiner |
|  | Angie Maddy |  | Julie Knoblich |  | Jakki Maser |  |  |
| Guests |
|  |  |  |  |  |  |  |  |
| Informational Items |  |
|  |  |
| Topics/Notes | Reporter |
| * Final overview 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) - Hard copy given to team members to review. If not additional changes, will go for review by legal counsel.
 | Team |
| Reminder to ponder: If we’re going to have student representatives, do we also need faculty/staff representatives or are the people we already have on SMART enough representation? We have both staff and faculty on the team qualified as representatives;  | Oshiro |
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**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.