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| AGENDA/MINUTES | |
| Team Name | SMART Meeting |
| Date | January 28, 2016 |
| 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 X  Absent O | |
| x | Cathie Oshiro | | x | Ashley Anderson | x | Dr. Robin Garrett | | | x | Stephanie Joiner |
| x | Angie Maddy | | x | Julie Knoblich | x | Jakki Maser | | | o | Jim Ireland |
| x | Kathy Brock | | x | Lucas Stoelting |  |  | | |  |  |
| Guests | | | | | | | | | | |
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| Informational Items | | | | | | | | | |  |
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| Topics/Notes | | | | | | | | | | Reporter |
| * Campus Program – Final Decision – The disadvantages of the project outweigh the advantages, e.g., creation of a parallel program, insufficient funding, inability to combine Title IX focus with Campus Program * Action: Cathie will research other funding opportunities | | | | | | | | | | Oshiro |
| * Training Update – Angie will present a training demo and provide more launch details next week. Discussion: employee and student monitoring * Action: Angie will contact Laura at FCC to discuss role of advocate, time commitment, Laura and/or other staff member coming to SMART meeting, possibility of providing training for our Champions | | | | | | | | | | Oshiro/Maddy |
| * Generic E-mail Addresses for Title IX Coordinator and Deputy Coordinators * Action: Cathie will speak to Charles regarding his suggestion for generic e-mail address- Question related to routing Title IX e-mails to the specific Coordinator or Deputy Coordinator’s regular work account. | | | | | | | | | | Joiner/Team |
| * Clery-related policies Update * Action: Jim is working on this and will report next week. | | | | | | | | | | Ireland/Stoelting |
| * ATIXA Training – Proposal Development * Action: Cathie will send a list of possible training opportunities for Level 1/Level 2 investigators and Confidential Advocates. * Action: FCC has some types of training available which may be suitable for Champions. Angie will ask Laura. * Action: Team to develop MOU with assistance from FCC * A faculty member volunteered to act as an advocate for the accused. Further discussion regarding the related responsibilities and training will occur at another meeting. | | | | | | | | | | Team |
| * 1P1P – Review Process/Schedule –   + Original 1P1P was published for employee input, one employee made suggestions online.   + Original 1P1P was presented to President’s staff for 1st reading. * Action: The team will compare the Barton 1P1P to the new ATIXA Investigation with Appeals model document to create final Barton 1P1P. * Action: Angie indicated a need for a Mandatory Reporter Statement. * Action: The team will review reader comments and revise the final document if needed. | | | | | | | | | | Team |
| * Additional Members for SMART? * Action: Rather than expanding SMART; the team will conduct quarterly meetings to provide action updates for the previous quarter and highlight upcoming activities. This format will include students and employees. | | | | | | | | | | 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.