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| AGENDA/MINUTES |
| Team Name | SMART Meeting |
| Date | March 24, 2016 |
| Time | 1:30-3:00 pm |
| Location | A-113/GTM (see calendar appt.) |

|  |  |  |  |
| --- | --- | --- | --- |
| Facilitator | Cathie Oshiro | Recorder | Cindy Couch |
| Team members | Present XAbsent O |
|  | Cathie Oshiro |  | Ashley Anderson  | o | Dr. Robin Garrett  |  | Stephanie Joiner |
|  | Angie Maddy | o | Julie Knoblich | o | Jakki Maser |  | Jim Ireland |
| o | Kathy Brock |  | Lucas Stoelting  |  |  |  |  |
| Guests |
|  | Charles Perkins |  | Michelle Kaiser |  |  |  |  |
| Informational Items |  |
|  |  |
| Topics/Notes | Reporter |
| * I-Sight Demo with Jeremy Tremblay
 | Team/Invitees |
| * Advocates for the Respondent Update
 | Oshiro |
| * Update Champion activities
 | Joiner |
| * Updated potential MOU here: [T:\ATIXA-Title IX\MOU TEMPLATES\Memorandum Of Understanding draft 3 07 2016.docx](file:///T%3A%5CATIXA-Title%20IX%5CMOU%20TEMPLATES%5CMemorandum%20Of%20Understanding%20draft%203%2007%202016.docx)
 | Maddy |
| * Comments on student training are here: [T:\ATIXA-Title IX\TRAINING\CAMPUS-WIDE TITLE IX TRAINING](file:///T%3A%5CATIXA-Title%20IX%5CTRAINING%5CCAMPUS-WIDE%20TITLE%20IX%20TRAINING)
 | Maddy  |
| * Climate Surveys Update - [Climate Survey - student 2016 - Ash.docx](Climate%20Survey%20-%20student%202016%20-%20Ash.docx)
 | Anderson/Maddy |
| * Reminders:
	+ 1P1P as “first reading” Update
	+ Training for housekeeping and other “active bystanders”
	+ Review plan for Quarterly Meetings to update/include students and community
	+ Develop presentations, videos, power points etc. to be used for faculty meetings, Professional Conference Days or similar activities.
	+ ASR – Need to make sure we are “distributing report” appropriately.
 | 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.