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| AGENDA/MINUTES |
| Team Name | SMART Meeting |
| Date | April 7, 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  |  | Dr. Robin Garrett  |  | Stephanie Joiner |
|  | Angie Maddy |  | Julie Knoblich |  | Jakki Maser |  | Jim Ireland |
|  | Kathy Brock |  | Lucas Stoelting  |  |  |  |  |
| Guests |
|  | Abby Howe |  | Chris Lemon |  | Mark Shipman |  | Melissa Stevens |
| Informational Items |  |
|  |  |
| Topics/Notes | Reporter |
| * Advocate for the Accused Webinar [T:\ATIXA-Title IX\TRAINING\WEBINARS\How to Support & Advocate for the Accused.docx](file:///T%3A%5CATIXA-Title%20IX%5CTRAINING%5CWEBINARS%5CHow%20to%20Support%20%26%20Advocate%20for%20the%20Accused.docx)
 |  |
| * Update on April activities/Champion group update By e-mail?
 | Joiner |
| * Climate Surveys Update – [employee](file:///%5C%5Camshare3%5Cshared%5CATIXA-Title%20IX%5CCLIMATE%20SURVEY%5CClimate%20Survey%20-%20employee%202016%20-%20Ashley%27s%20Edits.docx) and [student](file:///%5C%5Camshare3%5Cshared%5CATIXA-Title%20IX%5CCLIMATE%20SURVEY%5CClimate%20Survey%20-%20student%202016%20-%20Ash.docx) By e-mail?
 | Anderson/Maddy/Knoblich |
| * Reminders:
	+ 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.