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| AGENDA/MINUTES |
| Team Name | SMART Meeting |
| Date | April 27, 2016 |
| Time | 1:30-3:00 pm |
| Location | A-113/GTM (see calendar appt.) |

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| Facilitator | Cathie Oshiro | Recorder | Cathie Oshiro |
| 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 |
|  |  |  |  |  |  |  |  |
| Informational Items |  |
|  |  |
| Topics/Notes | Reporter |
| * Results of Employee Campus Climate Survey
 | Julie |
| * Update/Review April activities
 | Stephanie |
| * MOU with FCC
 | Angie |
| * Addition of One Investigator Trainee for this summer?
 | Cathie |
| * Advocate for the Accused
 | Cathie |
| * Plan for Fort Riley and Fort Leavenworth?
 | Team |
| * 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.