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| AGENDA/MINUTES |
| Team Name | SMART Meeting |
| Date | January 14, 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 XAbsent O |
| x | Cathie Oshiro | o | Ashley Anderson  | x | Dr. Robin Garrett  | o | Stephanie Joiner |
| o | Angie Maddy | x | Julie Knoblich | x | Jakki Maser | x | Jim Ireland |
| o | Kathy Brock | x | Lucas Stoelting  |  |  |  |  |
| Guests |
|  |  |  |  |  |  |  |  |
| Informational Items |  |
|  |  |
| Topics/Notes | Reporter |
| * [Policies related to Annual Security Report](file:///T%3A%5CATIXA-Title%20IX%5CCLERY%20POLICIES%20AND%20BARTON%5CClery%20Policies%20and%20Barton%20for%20Cathie.docx) –
	+ Jim and Lucas will compare the list of required policies to the existing policies and provide links for all of the policies

Related items* + Samantha Stueder and Brandon Steinert have added a “Safety” link at the top of the Barton web page. This link will take the viewer directly to the Campus Safety page. They also plan to move the File a Report button to the top of the Campus Safety page.
	+ Looking for SMART and other volunteers to work on determining the contents of the Campus Safety page.
 | Oshiro/Team |
| * [New 1P1P](file:///T%3A%5CATIXA-Title%20IX%5C1P%201P%20POLICY%5CCONSOLIDATED%20GOOD%20DRAFT%5CDECEMBER%202015%20FINAL%20COPY.docx) ([ATIXA – 3 New Versions](file:///T%3A%5CATIXA-Title%20IX%5C1P%201P%20POLICY%5CNEW%202016))
	+ The most current Barton 1P1P has been distributed to the campus for review.
	+ The “first reading” will occur at the next President’s Staff meeting.
	+ SMART should compare the Barton 1P1P with the *Investigation Only – with Appeal* ATIXA version to ensure that the final policy/procedure has all of the elements that we want/need.
 | Team |
| * [Grant Opportunity](file:///E%3A%5CSEXUAL%20ASSAULT%202016%5CGRANT%20APP%5Cfinal_campus_solicitation_for_posting.pdf) –
	+ We will apply for the attached grant. Due March 3, 11:59. EST
	+ Cathie will send a list of tasks that need to be completed – including, proposed employee and student training, education, services, resources; types of law enforcement and campus security training needed; types of other community training needed; and lots more
	+ Remember, the project cannot focus only on Title IX and Sexual Misconduct; it must include the reduction of domestic violence, dating violence, and stalking on campus
	+ Preliminary discussion regarding the team name – SMART
 | Oshiro |

**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.