

AGENDA/MINUTES

Team Name	SMART Meeting
Date	October 6, 2016
Time	1:30-3:00 pm
Location	A-113/GTM (see calendar appt.)

Facilitator	Stephanie Joiner	Recorder	Teresa Zink
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Team members						Present X	Absent O
X	Cathie Oshiro	X	Ashley Anderson	X	Dr. Robin Garrett	X	Stephanie Joiner
O	Angie Maddy	X	Julie Knoblich	O	Jakki Maser	O	Jim Ireland
X	Kathy Brock	O	Lucas Stoelting				

Guests							
X	Christie Flores						

Informational Items							

Topics/Notes						Reporter	
<ul style="list-style-type: none"> • Clery Report – Updates Needed <ul style="list-style-type: none"> ○ Cathie brought a spreadsheet of information that shows which policies are on the website, and which ones still need to be included. ○ There is also the need to review each policy we currently have and make each one compliant to the Clery Report. ○ Stephanie and Cathie will meet next week, pending schedules to review which ones should be reviewed closer and which ones need to be created. ○ Cathie did confirm that we should have a separate Clery report for each campus. ○ Discussion on a MOU or statement from the MP should be on file to show we have tried to ask for their stats. Ashley will be asking to see who can fulfill that for us. ○ Discussion on looking at other colleges on bases included CTC and K-State 						Oshiro/Joiner	
<ul style="list-style-type: none"> • New Employee Title IX Training <ul style="list-style-type: none"> ○ Julie provided a list of new hire employees as well as new hire student employees. ○ Discussion on whether who are key positions that should have the Title IX training immediately upon hire. <ol style="list-style-type: none"> 1. Head coaches and Assistants 2. Security 3. Full Time Instructors 4. Athletic Administration 5. Upward Bound new hires, full time and temps (could possibly just have a mini-train to alleviate time for HR. 						Joiner/Knoblich	
<ul style="list-style-type: none"> • Title IX Reporting Flow Chart <ul style="list-style-type: none"> ○ Stephanie has shared a flow chart that we can implement into our system to show the processes for Title IX reporting. ○ Julie has emailed a lawyer with questions regarding reporting. <ol style="list-style-type: none"> 1. What steps do you do to satisfy a preliminary investigation and 2. If it is habitual, how do you stop it ○ On the flow chart, the Gatekeeper would have a standard checklist to help communicate where the reporting is not title IX or if it is. ○ At each fort, discipline issues could turn into a Title IX complaint. The checklist (flow chart) will not eliminate all, but could clear some investigations at a short more thorough timeframe. 						Team	

<ul style="list-style-type: none"> ○ The Family Crisis Center always goes through each report and sides with the victim. Once the victim understands all the detail this endures, they either back out, or continue with the process. 	
<ul style="list-style-type: none"> ● Potential Investigators <ul style="list-style-type: none"> ○ The team brainstormed about who they can ask to be a potential investigator. ○ The team also would like to assign cases based on availability. 	Team

ALWAYS KEEPING IN MIND:

Barton Core Priorities/Strategic Plan Goals

Drive Student Success

1. *Improve Student Success and Completion*
2. *Enhance the Quality of Teaching and Learning*

Cultivate Community Engagement

3. *Cultivate and Strengthen Partnerships*
4. *Reinforce Public Recognition of Barton Community College*
5. *Provide Cultural and Learning Experiences for the community*

Emphasize Institutional Effectiveness

6. *Develop, enhance, and align business processes*
7. *Provide a welcoming and safe environment*

Optimize Employee Experience

8. *Support a diverse culture in which employees are engaged and productive*