**Minutes**

**Academic Staff Mentoring Committee**

**Tuesday, October 13**

**9:30am – 10:30am**

**Hiram Smith Hall, Room 225**

**09:30 am – Welcome, Discussion of Sep 29 ASMC meeting + approve minutes**

**Gehrke-1, Gustafson-2, approved.**

**09:35 am -- Mentor Match program update**

**60 matched pairs, 26 unmatched mentees – 2 unmatched mentors**

**Efforts to match – mostly SMPH Scientists and high-level research/assoc profs:**

**Current:**

* **Gehrke and Klarkowski contacted former ASMC member Scott Ferguson in SMPH for help; he is willing to help recruit mentors**
* **SOAS also emailed request to SMPH management**

**Future:**

* **Klarkowski will follow up with SOAS and get information on any response from targeted efforts + request information on reaching out to faculty mentoring groups**
* **invite to all ASMC mentoring events and invite to mentoring CoP**
* **Consider working with SOAS to identify long-tenured academic staff for mentees looking for campus connections**
* **Refer academic staff in high-level administration and research to WISELI or Office of the Provost 🡪 mentoring for faculty ? (dependent on SOAS view of unmatched mentee - group needs)**

**9:45 am – Fall Kickoff Event upate**

**  Events Sub-Committee:** **(Burk, Gehrke, Gustafson)**

location - confirmed, Gordon Commons

time+day - confirmed, Weds, Oct 21 event 11am-1:30pm, set up for ASMC arrive early (time TBD)

catering - ordered + confirmed with SOAS office

on-site needs (signage, etc.) *please see Box for past examples*

nametags - *has anyone requested help from SOAS office yet? Gehrke will follow-up with SOAS to verify.*

event registration thru OHRD site – *almost finalized -* Registration deadline is Fri Oct 16, approx. 80+ people have registered

IT/AV/Mic needs - podium, panel set-up, mics, projector, computer...

Gustafson & Stephenson will bring laptops and mac-adapaters to event for backup.

**  Resources Sub-Committee:  (Weltin, Klarkowski, Gehrke)**

agenda - Box has prior examples

handouts - meet to discuss and confirm - request copy help from SOAS

training materials printing & distribution - meet to discuss and confirm - request copy help from SOAS

presentation(s) - coordinate presentations with finalized speakers (OHRD rep... others) for display on screen + handouts

resources posted to ASMC site -- finalize via email, request SOAS to post online – Weltin/Gehrke

work assignments for ASMC members - *please see Box for past examples*

other – 3 items/articles will be sent to mentors/mentees via email in advance of the kick-off + instructions to make plans to meet with your match at the event (no numbered tables).

Klarkowski will send out agenda to ASMC today.

**  Campus Collaborations Sub-Committee: (Hoffman, Stephens, Gustafson)**

communication templates to matched pairs - *please see Box for past examples, update to include OHRD reg link once finalized, share out with all ASMC for delegated communication to matched pairs after 9/29 meeting*

invite guests (panel) - names of confirmed panelists:

coordinate with CoP leads to attend event

prepare fall kickoff evaluation for post-event send to participants? Gustafson will develop and send to SOAS for ½ sheet printed copies to inclue in event folders.

**10:30 am Adjourn**

**Fall Kickoff Event: Weds, 10/21 | Next ASMC meeting: Tues, 11/10 9:30-10:30 am**