**Minutes**

**Academic Staff Mentoring Committee**

**Tuesday, December 8, 2015**

**9:30am – 10:30am**

**Hiram Smith Hall, Room 225**

**Present: Gehrke, Hoffman, Gustafson, Klarkowski, Burk, Stephens, Weltin, Elder**

**09:30 am – Welcome, Discussion of Oct 13 minutes**

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

**09:35 am -- Fall Kickoff Event – review**

* **Evaluations**
	+ **Generally positive**
* **Index cards – participant goals, etc.**
	+ **Mostly requests for professional development, networking, and reasons to connect with matched partner.**
* **Other discussion**
	+ **For a future kickoff/event – reserve tables for people w/o matched pair in attendance.**
	+ **Allow more time for discussion – considering shortening other aspects of agenda (panel was a little long).**
	+ **Include something in initial communication about partial attendance, or think about different time of day.**
	+ **For next year – consider including text in email announcement about checking with your supervisor about allowed time for participation, and for e.g. having x% of time for professional development participation and/or minimum monthly hour commitment. Perhaps including suggestion to set a standard monthly meeting time for future meetings.**

**Ongoing requests for mentors; some around campus not understanding the match process and requesting mentors or perhaps confusing this with the onboarding process.**

**09:55 am – Next events & other year-ahead planning**

**Dec 17, 3:30-4:30pm at Union South – Professional Development event regarding social media profiles, with a social networking hour immediately following at the The Sett.**

**Can attend: Hoffman (can attend early but leaves at 4), Gustafson (can attend early but leaves early), Klarkowski, Burk (arrive mid-event), Elder (can attend), Stephens (can attend), Weltin (can attend),**

**Everyone wear Badger gear or red to help identify in The Sett.**

**Confirming title and OHRD reg set-up before sending announcement. (consider balloon pre-request)**

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

**Goal: late February, April events – topics TBD.**

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

**Continue to share out with larger listserves + LinkedIn group, and post on website – coordinate with SoAS.**

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

**Continue Mentoring CoP.**

**10:15 am – Mentoring CoP update**

**Kick-off meeting on Nov 23, about 12 in attendance, listserve is now at 39 people, LearnatUW online CoP is now established – all AMSC members have access. Next meeting – Jan 15. All UW Community members welcome to participate.**

**Request Mentoring CoP on Mentoring Committee website.**

**To do:**

**Check with SoAS regarding split pages – mentoring resources is currently under Professional Development vs. linking from our committee or vice versa.**

**Send email to listerves regarding involvement in academic staff governance and teaching and learning events.**

**10:30 am Adjourn**

**Next ASMC meeting: Tues, 1/12/16 9:30-10:30 am**