**Minutes**

**Academic Staff Mentoring Committee**

**Tuesday, April 12 9:30-10:30 am**

**Room 338 “Berkowitz Room,” Brogden Psychology Building, 1202 West Johnson Street (across the street from Union South)**

**Present: Weltin, Burk, Gehrke, Elder, Hoffman, Gustafson, Barnes, Stephenson**

**Absent: None**

**Guests: Heather Daniels, Julia Kampf**

**09:30 am – Welcome**

**Results of AS committee elections:** Ed Elder, Erica Gill, Jessica Solcz elected to committee. Gill and Solcz terms start in July.

**09:35 am – Discussion of ASMC Graphic (Committee + Daniels, Kampf)**

* Reviewed images. Chose #6 with addition of “UW-Madison” on the bottom. 1st-Gustafson, 2nd-Hoffman.
* Want to post on ASMC website, LinkedIn, share with speakers for their slides, event advertising (e.g., signs, table tents), update CoP flyers and other materials.

**09:45 am – CoP (Catherine)**

* Pilot year for CoP – 2 meetings this year
* Feedback survey for group: frequency of meetings; use of Learn@UW site; continuing needs;
* Distribute survey in June
* Update current handouts and website with new ASMC logo
* Distribute updated flyer at April event; share with “Thrive at UW” program
* Use of CoP to establish mentoring relationships outside of ASMC Mentor-Mentee match
* Informal meet-up in June (Terrace?)

**10:00 am – End of year survey for mentors/mentees**

* Questions/Email could include: Were you a mentor or a mentee?; If a mentor, interested in being a mentor again?; If a mentee this year, are you interested in being a mentor?; How often did you meet; interest in 0ne-one relationship and/or meeting as a small group with multiple mentors & mentees; did you use the resources; more or fewer events; general feedback on mentoring relationship; LinkedIn – are you a member of the group, did you/would you/do you want to participate in online discussion; invitation for Mentoring CoP; interested in a FaceBook group? – plan for Marty to set up in the summer;
* Review examples of past surveys in Box, Linnea will generate questions for committee to review
* Distribute at end of semester – first week in May
* Include wrap-up resources for mentor match pairs – how to end relationship/relationship moving forward

**ASMC will meet over the summer to facilitate planning for next year’s match.**

**IF TIME PERMITS (if not carry over) Sub-Committee Reports:**

**Resources Sub-Committee:**

* Discussion on distributing exit resources for mentors/mentees – include these with email sharing exit/feedback survey.
* Plans for sharing of next year resources and frequency
  + LinkedIn didn’t work so well for online discussion.
  + Better to distribute resources in small amounts more frequently
  + Online newsletter? Share resources, events, info on campus groups, distribute by Chimpmail
  + Distribute resources prior to scheduled events to prime discussion (types of resources – readings, UW materials, youtube videos)
* Creation of Facebook Group discussion – Marty to set up in the summer

**Events Sub-Committee:**

* April event ready to go – 50 people registered. Come a little early. Heather to help set up Sett for after-networking event.
* Fall Kick-Off discussion: Including 15 minute presentation of Ombuds Office; HR person
* Thrive at UW offers opportunity to customize some seminars to particular audience – possible speaker/seminar for event next year
* Presence at “new employee fair” in the fall

**Campus Collaborations Sub-Committee:**

* See CoP discussion above
* Other collaborations? Tried to partner with PDRC.
* Campus Collaborations Sub-Committee changed to “Mentoring CoP.”

**10:30 am Adjourn**

**Next ASMC meeting: Tues, 5/10/16 9:30-10:30 am**