**Minutes**

**Academic Staff Mentoring Committee**

**Tuesday, August 9 9:30-10:30 am**

**Room 338 “Berkowitz Room,” Brogden Psychology Building, 1202 West Johnson Street**

**Present: Weltin, Burk, Elder, Solcz, Gill, Barnes**

**Absent: Stephens, Gustafson**

**9:30am Group Introductions- Welcome Jessica and Erica**

**9:45am Chair Election Discussion –Elder moves that Burk & Weltin continue as co-chairs. 6 votes for, 0 votes against. Motion passed.**

**10:00am Mentor/Mentee Match (Marty, Edmund and Chris)**

* Survey -Reviewed **survey questions. Burk will add question for mentor about willingness to work in a small group. Will send survey to committee for review.**
  + Send to Mentors week of August 15 - **Weltin**
  + Send to Mentors and Mentees week of September 12 – **Weltin send link to Jake**
  + Due week of September 26
  + Group should each send out personalized emails to potential mentors they know
* Matching will be reported out for October 11 meeting – **Barnes, Elder, Gustafson**

**10:15am Sub-Committee (Report on currently working on and setting priorities)**

Assign members to sub-committees if not already signed-up on one or more.

**Events Sub-Committee:** Barnes, Burk, Weltin

(For discussion) This year’s priorities – continue to host Kickoff Event and programs throughout the year.

* Kick-Off Event:
  + Scheduled for October 19, 2016 11:00am-1:30pm at Gordon Commons.
    - **Mentoring orientation, readiness assessment, smart goals presentation, smart goals discussion, end program, informal 30 minutes at end.**
  + Program Ideas:
* Other Program Ideas throughout year: Thrive@UW, Distribute topical resource ahead of event and then discuss that at the event, mid-year check-in event similar to Kick-Off, programs on campus culture and cross-departmental issues.

**Mentoring Community of Practice Sub-Committee (renamed from Campus Collaborations Sub-Committee) Stephens, Solcz**

(For discussion) This year’s priorities – continue to develop the Mentoring Community of Practice by holding more social events and meetings throughout the year.

* Catherine mentioned adding more members to assist planning throughout the year.
* CLI game event <https://docs.google.com/document/d/1BYFg-J8L_ctnhzWtU9_M59jXeewgY-EJEOdh1DU2lGw/edit>

**Resources Sub-Committee Elder, Weltin, Gill**

(For discussion) This year’s priorities – share resources via the email list, LinkedIn and Facebook regularly.

* Facebook update (Marty) **Needs to be up before kick-off.**

**10:30 am Adjourn**

**Next ASMC meeting: Tues, 9/13/16 9:30-10:30 am**