**Minutes**

**Academic Staff Mentoring Committee**

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

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

**9:30am Welcome**

***ACTION: Burke will check with Jake about new members so we can send welcome letters.***

**9:35am – 9:45 pm Volunteers for co-chairs Discussion**

***ACTION: Weltin will send email to group looking for co-chairs. Please consider joining.***

**9:45am - 10:00am Plan for Kick-Off Event in October** *(should be on agenda each time until October)*

* Review feedback ASMC for FY18 – ***ACTION: Burke will send the link to access the results. Please review by next meeting. Heather will look into future rooms for August meetings (perhaps Steenbock) after sending Doodle poll about new times. Would want to invite the new people in case they can attend.***
* Invite draft(s) send out in June!

***ACTION: Burke will send Weltin past Mentors from survey and a link to survey so we can edit. Ask Barnes to revamp dates and update it (save it to his account).***

Past Mentors

Hello from the Academic Staff Mentoring Committee (ASMC) -

You are receiving this message because you served as a mentor in the ASMC Mentor Match Program last year or indicated interest in serving as a mentor during future match cycles. The program depends on volunteers like you to be a success so we hope you would consider mentoring again this year. We have integrated your past feedback and have exciting new changes for this year’s program.

The ASMC will be coordinating the 2017-18 Mentor-Mentee Match program again this year and wanted to reach-out to our past mentors to see if they would be willing to participate again. If you are willing to serve as a Mentor during the 2017-2018 academic year, please complete our match survey.

The entire survey should take less than 5 minutes to complete. The survey *closes* on Tuesday, September 15th.

Take the survey ->  <https://uwmadison.co1.qualtrics.com/jfe/form/SV_6Dv0j4ZmicO7y8R>

Future Mentee/Mentors

Hello from the Academic Staff Mentoring Committee (ASMC) -

The Academic Staff Mentoring Committee is once again conducting the Mentor Match program. UW-Madison Academic staff in their **sixth or greater** **year** of employment are eligible to be Mentors. UW-Madison Academic staff in their **second to fifth year** of employment are eligible to be Mentees.

ASMC promotes professional & personal development among academic staff by:

* Documenting & communicating UW-Madison mentoring programs, activities, & resources for Academic Staff.
* Working with current UW-Madison resources to provide available mentors for Academic Staff in their second year of employment and above.
* Developing & delivering campus presentations & workshops on mentoring.
* Partnering with campus groups & committees to develop mentoring opportunities for professions or title series.

As part of our mission, the ASMC is coordinating the 2017-18 Mentor-Mentee Match program. If you would like to serve as a Mentor or Mentee to a UW-Madison employee at UW-Madison, please take the time to complete our match survey. The program commitment is for one academic year, but individual mentor pairs determine how frequently to meet during this time.

The entire survey should take less than 5 minutes to complete. The survey *closes* on Tuesday, September 15th.

Take the survey -> <https://uwmadison.co1.qualtrics.com/jfe/form/SV_6Dv0j4ZmicO7y8R>

We are sincerely grateful for your time!

* Calendar:
  + Send invite on August 29, 2017, keep open until September 15 with matches to follow.
  + Recruitment of more mentors
  + Plan event for October 11 from noon to 1:30 pm.
* Event – have individual time with mentors & mentees (30 minutes, brownbag) and then come together as a group (60 minutes, drinks & dessert) for second half. Stick with 90 minutes total time. Need a room with a partition.

Program Ideas:

30 - 45 minutes: need two trainers one for mentors and one for mentees which included training on what is means to be a good mentor/mentee. What are our expectations and resources (could someone from our committee do this for 15 minutes)? Then someone to discuss best practices. For mentees, maybe a self-assessment tool as to what they are really looking for. Don Schute could potentially be one of the speakers for half the group (if he can’t do it could someone else). Someone from Thrive@UW could do mentee ones about building and managing work relationships ([Jacob.klett@wisc.edu](mailto:Jacob.klett@wisc.edu)).

60 minutes program: Then they can discuss the worksheets we have and program folks can circulate to encourage conversations. There would be no panel this year.

***ACTION: Weltin will reach out to Jake to book room like this.***

**10:00am – 10:30pm Sub-Committee**

**Events Sub-Committee (Barnes, Burk, Weltin)**

* 28 registered. There was positive responses to the program but would suggest it be longer if we do it again.

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

* All done for the year.

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

* + Successful outing with the Mentoring CoP last week. Around 14 people for the walk.
  + Potential interest for Solcz to co-lead next year

**10:30 am Adjourn**

**Next ASMC meeting: August?**