**Agenda**

**Academic Staff Mentoring Committee**

**Tuesday, August 8, 9:30-10:30 am**

**New Location: Steenbock Library, Room 240**

**Attendance: Weltin,**

**Absent: Marohl**

**9:30am Welcome & Introductions to New Members**

New members: Mark Marohl, Frank Rooney, Sarah Sebrosky

**9:35am – 9:45 pm Vote on new Co-chairs**

**9:45am - 10:00am Schedule and Preferred Location for Meetings**

Second Tuesday of the month from 9:30-10:30 am in room 55 Bascom

**10:00am – 10:15am Plan for Kick-Off Event in October**

* Kick-Off schedule:
	+ October 18, 2017 in Memorial Union. Although we said snacks were fine, given the cost threshold we need to meet they will probably include a lunch.
	+ We have also booked next year (Pyle Center) to save a space. The event will be October 16, 2018. Going forward Jake will book the following year at the start of each year.
* Calendar:
	+ Send invite on August 29, 2017, keep open until September 15 with matches to follow.
	+ Event for October 11 from noon to 1:30 pm (Jake is working on)
* 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).

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.

**10:15am – 10:30pm Sub-Committee**

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

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

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

**10:30 am Adjourn**

**Next ASMC meeting: 9/12/17 in 55 Bascom**