**Agenda**

**Academic Staff Mentoring Committee**

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

**New Location: Bascom, Room 55**

*Attendees: Weltin, Rooney, Elder, Gill, Solcz, Logterman*

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

**9:35am – 9:40am Vote on minutes from May 9th and August 8th**

 Moved by Solcz. Seconded by Rooney. Minutes approved.

**9:40am – 9:50 pm Vote on new Co-chairs**

Group approved Gustafson and Elder as new co-chairs.

**9:50am - 10:15am Plan for Kick-Off Event in October**

Next Monday Gustafson and Elder will be matching mentees/mentors. We currently have 196 responses.

**ACTION: Heather will ask Jake to send a reminder that deadline is this week for signing up for Mentor/Mentee match.**

* Kick-Off October 18, 2017 noon-1:30pm in Memorial Union. Lunch will be included.
	+ Noon – 12:45pm
		- Mentors and Mentees will be in different rooms
		- 10 minutes: Marty and Ed will welcome them, explain expectations and resources at tables.
		- 20 minutes: Speakers -
			* We have only been able to secure one - Jacob Klett from Thrive@UW. He was told he will be presenting with mentors. Marty and Ed said they could handle discussing with mentees.
			* Ed and Marty are brainstorming on how to organize this.
		- Final minutes: Work on filling our self-assessment (document in Kick-Off Folder)
	+ 12:45pm-1:30pm
		- Mentor and Mentees will go to assigned tables in single room
		- Discuss paperwork on tables (documents in Kick-Off Folder)
		- Members of group will walk around to facilitate discussions, if needed
* Event To-Do:
	+ In order to facilitate meeting up of the mentor/mentees we will assign tables at the larger event.
		- Once we know how many seats at a table we need to assign tables. We can use the sign-up to make tables. Gill will be assigning tables.
		- Solcz will make table tents for meeting.
	+ Let Jake know what printouts we need, based on mentor/mentee what room they go to, and what tables they will be at when groups join. Remind him we need food in both rooms set-up.
	+ We also need to have Jake make the sign-up for event and we can send that out with the match email. Deadline a week before the event.
	+ Develop after the event survey.

**ACTION ITEMS:**

1. **Ed and Marty will coordinate mentor/mentee sections and draft agenda with Heather.**
2. **Heather will send the group the handouts and sign-up for tasks to review.**
3. **Heather will send out post event survey so we can start deciding what we want to ask.**

**10:15am – 10:30pm Sub-Committee**

**Events Sub-Committee (Weltin)**

This subcommittee is responsible for developing programs for ASMC mentor/mentee members throughout the year.

* + Ideas:
		- Goal setting again (same program as two years ago)
		- Mindlefulness and wellness **ACTION:**
		- Mary Ann Spoon – Center for Mindfulness (ask if she can connect us)? Logterman will investigate health and wellness on AdvisorLink and Gill will look into past programs she has.
	+ Spring event – gather mentors and mentees for unique discussions to hear what has worked and what hasn’t, along with specific topic. Then we could figure out a way to share across groups and advise our programs/topics or next year.

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

This subcommittee is responsible for sending resources month to our listserv, FaceBook and LinkedIn Group throughout the year.

* + Develop calendar of topics by month for resources. We could include last year’s articles links if interested.

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

This subcommittee is responsible for hosting informal events for anyone interested in a CoP mentoring.

* + Would hope to get something on the calendar after November – casual gathering.

**ACTION: Be prepared to sign-up for events at our 10/10/17.**

**10:30 am Adjourn**

**Next ASMC meeting: 10/10/17 in 55 Bascom**