**Agenda**

**Academic Staff Mentoring Committee**

**Tuesday, November 14, 9:30-10:30 am**

**Bascom, Room 55**

Attendees: Gustafson, Weltin, Sebrosky, and Logterman

**9:30am – 9:35am Welcome**

* Automatic consent

**9:35am – 9:40am Approve minutes**

* Gustafson will follow-up with Jake at Academic Staff Offices about membership on our committee regarding Solcz and Marohl

ACTION: Gustafson will follow-up with Jake.

**9:40am – 10:00am Review October Kick-Off Event feedback and Survey Evaluation**

* Survey Evaluation will need to be resent since we have no responses.

ACTION: Gustafson will resend the survey link.

* Via email there were many concerns regarding the fact there was not a lunch offered.
* Group discussion on format:
  + Seemed there was more discussions occurring than usual.
  + Liked the group division of mentors/mentees.
  + Logistically it would be helpful to have our signs posted.
  + Need to continue to have assigned tables to help facilitate discussions and meeting-up.

ACTION: Gustafson will follow-up with Jake to find our signs.

**10:00am – 10:20am Discuss Interface with other Campus Mentoring Programs**

* Elder and Gustafson met with Academic Staff Executive Committee to discuss review of the year. This year they focused on issues finding mentors. We need about 2x more mentors that we get.
* One challenge has been the potential competition with other mentoring programs, some of which are below:
  + DOIT
  + Academic Advising
  + School of Medicine and Public Health Mentoring Program (SMPH)?
  + Others ?
  + Forward Together: A Framework for Diversity and Inclusive Excellence Recommendation on mentoring programs – outlines that each unit needs to have a mentoring program
* Ideas/brainstorming (several of which align more with our responsibilities: <https://acstaff.wisc.edu/governance/standing-committees/mentoring-committee>)
  + Perhaps our group could be to facilitate employees in finding mentor programs related to them. We would act in a resources and training role rather than assigning and running a parallel program.
  + Many of our mentors want to learn more about UW-Madison, perhaps we could be a way to facilitate them for learning more about this.
  + Maybe we could just have a link that says “Need a Mentor” and we could connect people with things across campus programs already developed?
  + We develop programs for mentors and mentors to support them even if it is not an ASMC mentor/mentor program.

ACTION: Gustafson and Elder will develop a memo for the minutes as to how our new ideas will align with our responsibilities directly. Each member should review prior to the meeting for comments and edits. Everyone should also start researching what other campus mentoring programs across campus.

**10:20am – 10:30pm Sub-Committee Sign-Up and Review**

**Events Sub-Committee (Weltin and Logterman)**

* + November 16, 2017 Event:
    - [Dr. Pelin Kesebir](https://centerhealthyminds.org/about/people/pelin-kesebir) from the Center for Healthy Minds will be speaker.
  + Discussion surrounding having a minimum registration limit because of issues related to this one.
    - We need to post on our social media accounts for promotion
    - Should we have a minimum and maximum discussions with speaker?

ACTION: Gustafson will send an email with link to FB and LinkedIn. Also, need to add those links to the welcome email we send new members.

* + Future Programs:
    - February/March Event
      * Program about mentoring relationships and have facilitated discussions at individual tables. It could also include goal setting check-in/progress.

ACTION: Logterman would reach out to potential facilitators.

* + - * Future Ideas:
        + Reaching out to mentors and mentors to see what ideas they have or are interested in. The meeting would be used for feedback after anonymous suggestions. Concern over having it in February or March. Perhaps we have this at the end of the semester.
        + Discussion around individual meetings for mentors and mentees. Concerns over having them break out again and not have time to work together.
        + Campus climate results
        + Performance Management

**Resources Sub-Committee (Elder and Sebrosky)**

* + Gustafson had a request that handouts we shared from kick-off be posted to Mentoring Resources page at <https://acstaff.wisc.edu/professional-development/mentoring-resources>.

ACTION: Gustafson will send those to Jake (via introduction from Marty).

* + Potential calendar of resource topics to post in Facebook, LinkedIn and share via email:
    - November: Relationship building

*Last year we shared “Building Effective Mentoring Partnerships” SOURCE: (Zachary, L. 2002);* [*http://pcaddick.com/page2.html*](http://pcaddick.com/page2.html)

ACTION: Elder and Sebrosky will post November resource. Group should look at other resources.

* + - December:
    - January: Managing mentoring relationships

*Last year we shared The Mentoring Continuum – From Graduate School through Tenure:*[*https://uwmadison.box.com/s/mtp574dsp7ds8wj7p0ngigs50z0cpufw*](https://uwmadison.box.com/s/mtp574dsp7ds8wj7p0ngigs50z0cpufw)

* + - February: Effective Feedback.

*Last year we shared* [*http://rapidlearninginstitute.com/blog/study-give-learners-effective-feedback/*](http://rapidlearninginstitute.com/blog/study-give-learners-effective-feedback/)

* + - March
    - April: preparing for closure

*Several resources on our website at* [*https://acstaff.wisc.edu/professional-development/mentoring-resources*](https://acstaff.wisc.edu/professional-development/mentoring-resources)

* + - May

**Mentoring Community of Practice Sub-Committee (Gustafson and Rooney)**

* + This could potential morph into the mentoring resource list.

**10:30 am Adjourn**

**Next ASMC meeting: December 12 in 55 Bascom, 9:30 am – 10:30 am**