**Minutes**

**Academic Staff Mentoring Committee**

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

**Bascom, Room 55**

Attendees: Elder, Gustafson, and Logterman

**9:30am – 9:35am Welcome and Approve Minutes**

* Minutes from November were not accepted due to lack of quorum

**9:35am – 9:50 am Review November Event**

* Roughly 25 people attended (with 38 registrants) to a very engaging and relevant program.
* Recommend that for all events we plan on a 30% no-show rate and catering for just 50% of the registrants.
* Chris will talk to Jake about taking attendance at every event so we can track where attendees are coming from.
* Marty will pick up signs from Jake for future meetings to use by registration/attendance area.

**9:50-10:10 am Continued discussion on different ways to fulfill the responsibilities of the committee**

* The committee reviewed its charter and discussed how we currently do not document and communicate campus mentor programs. Each committee member asked to bring a contact name/website of any known campus mentor programs to the 1-9-18 meeting. We will create an inventory in a new part of our website and reach out to academic staff about this programs.

ACTION: Gustafson to reach out to members to bring this information to our next meeting.

* The committee discussed how using the 1-9-18 meeting to make a decision on our own mentoring program in 2018-19. Alternatives to this program could include a mentor database or mentor program matching service.

ACTION: Gustafson to reach out to members to ask them to attend the next meeting.

**10:10am – 10:30pm Sub-Committee Review**

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

* + Future Programs:
    - February 21 Event
      * Program about mentoring relationships and have facilitated discussions at individual tables. It could also include goal setting check-in/progress. With Annette McDaniel and Wren Singer.
      * Will plan for 50 people and invite members of other mentoring programs in addition to ours.

ACTION: Logterman to reserve room with Jake Smith.

* + - * Future Ideas: May Event to potential include a mentor thank-you lunch followed by a cultural tour of UW-Madison.

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

* + Gustafson reported that all handouts we shared from kick-off be are now posted to Mentoring Resources page at <https://acstaff.wisc.edu/professional-development/mentoring-resources>.
  + In November all links to resources were updated, and Gustafson added a new resource.
  + January/February: Discussed a new heading for campus programs for academic staff mentors and adding list and contacts of programs.

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

* + Discussed how this could potentially morph into a meeting space for all mentoring programs on campus to discuss practices, shared events, and starting new programs.

**10:30 am Adjourn**

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