**Minutes**

**Academic Staff Mentoring Committee**

**Tuesday, March 13, 2018, 9:30-10:30 am**

**Bascom, Room 55**

**Attendance:**

**Heather Weltin, Ed Elder, Marty Gustafson, Sarah Sebrosky, Kerui Xu, Frank Mooney**

**Guests:**

**Jake Smith, Secretary of the Academic Staff Office**

**9:30am – 9:35am: Welcome**

Committee discussed sending out a poll to consider new meeting date/time for the committee for the rest of the year.

**9:35am – 9:40am: Approve minutes**

Minutes from January were accepted with updated name changes.

**9:40am – 10:10am: Update for Secretary of Academic Staff /follow-up discussion on different ways to fulfill the responsibilities of the committee**

The committee discussed several potential changes to 2018-2019 mentoring program:

* Solicit mentors on a rolling basis and build a Mentor database. Questions from the current mentor survey would be asked, along with collection of a resume.
* Throughout the year the committee would collect requests for mentors from potential mentees, and either switch to a self-serve selection or provide recommendations for mentors to mentees so they could reach out.
* Year round the committee would facilitate sharing of best practices across various campus mentoring programs, and invite matches to attend. Once a year the committee would offer training to mentors.
* Advertise continuously for mentors/mentees with the help of the Academic Staff Office.

Implementation activities required:

* Send personal letters and invitations to invite former mentors to serve again in the new model.
* Ask for help from Secretary of the Academic Staff for finding specific positions/Schools as needed. Academic Staff Assembly meeting announcements needed to help recruit mentors within their district.
* Add programs to our resource page for mentoring on campus that new staff can access any time
* Rework mentoring survey to make it a database entry
* Create mentor recruitment materials including slide deck and table top for ask, resume, database, postcard/flyer, tabletop display. Yearly timeline for engagement (training events, professional development events, recruiting events at campus events with tabletop (i.e. showcase, UW Madison Employee Career Conference, Women in Leadership)
* Use our resources website to build up materials for finding a mentor. Connect with HR for new employee orientation to include mentoring information.

Inventory of campus mentoring programs (add page to website):

* DOIT
* Academic Advising
* School of Medicine and Public Health Mentoring Program (SMPH)
* Research and Sponsored Programs

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

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

* Review of Successful February 21 Event
	+ Annette McDaniel and Wren Singer
	+ Mentoring relationships with facilitated discussions at individual tables
	+ Materials emailed to all participants, not appropriate for website
* May Event Update (Proposed mentor thank-you lunch followed by a cultural tour of UW-Madison )
	+ The May event is pretty well set for May 17. We will have a lunch for MENTORS and our committee members at 12:00-1:00 PM at Memorial Union and then we will meet up with the Mentees at 1:00 at the Information desk of the Memorial Union for a Cultural Tour of Campus with Omar Poler.
	+ April: Send out email invite to all mentor/mentees for May tour.

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

* + Marty to post new articles on UW Mentoring research to Facebook and LinkedIn for March.

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

* Based on outcome of 2018-2019 program change discussions above:
	+ Potential meeting space for all mentoring programs on campus to discuss practices, shared events, and starting new programs
	+ Potential to adapt into a mentor-matching resource

**10:30 am Adjourn**

**Next ASMC meeting: 4/10/18 in 55 Bascom, 9:30 am – 10:30 am**