**Agenda**

**Academic Staff Mentoring Committee**

**Tuesday, May 8, 2018, 9:30-10:30 am**

**Bascom, Room 55**

**9:30am – 9:35am: Welcome**

**9:35am – 9:40am: Approve minutes (Need to do in June for March and May, no quorum)**

**9:40am – 9:45am: Alternate meeting time survey**

* Ed to send out to all new members and continuing members a survey for new meeting times for June and beyond.

**9:45am – 10:15am: Follow-up discussion on fulfilling the responsibilities of the committee**

Changes to 2018-2019 mentoring program

* Mentor database
  + Use existing Qualtrics survey to solicit members.
  + Add link to Qualtrics survey to our website.
  + Add a question to Qualtrics survey they upload a resume/CV into Box
  + Ask Jake to Send email requesting mentors to all assembly members
  + Ask Assembly members to send to their members.
  + VC Laurent Heller will also send to his units to support the program.
* Mentor matching service
  + Push in the fall followed by a welcome event
  + Open any time thereafter and running agenda item to do matches at every meeting
* Facilitate sharing of best practices across various campus mentoring programs
  + Send us an email – email our ASMC Email list to have us promote their events

Implementation activities

* Work with ASEC to create promotional flyer/application to recruit mentors.
  + Link to Qualtrics survey
  + Logo and website link
  + Benefits of mentoring/context around what we do (look at charter)
  + Benefits of being a mentor and being a mentee
  + Make this brochure a new webpage from our site.
* Use our resources website to build up materials for finding a mentor.

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

**10:15am – 10:30pm Sub-Committee Sign-Up and Review**

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

* May Event Update
  + Mentor thank-you lunch followed by a cultural tour of UW-Madison
  + Marty to resend the invite to the walking tour
  + Talk to Jake about sending a formal thank you letter to the mentors from last year (to do over the summer).
* Future event topics:
  + October kick off event, talk to Jake about space/event dates
  + Follow up with OHRD (Jake Klemett) again to come with a colleague and speak again. Plan is to split mentors and mentees again and then bring together.

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

Potential calendar of resource topics to post in Facebook, LinkedIn and share via email:

* + 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
    - Walking tour event is posted to LinkedIn and Facebook

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

* + Identify weblink or a contact for other mentoring resources on campus and get on our website.
    - Put existing links to other programs (in box) up on our website.

**10:30 am Adjourn**

**Next ASMC meeting: To be determined by survey responses**