Mentoring Sub-Committee

December 5, 2011

Present: Carolyn Fallahi, Ellen Retelle, Myrna Garcia-Bowen, Kathy Poirier

Absent: Susan Slaga, Bobbi Koplowitz, Kim DeMichelle

**New employee/mentoring project:**

* need to be careful with the mentoring piece. We are resources – not experts. We could even have a link to mentoring. Draft a mentoring policy. Call people resources; not experts. We would go ahead and meet with new employees as volunteers during a wine/cheese hour.

Interview: Suoaff and AAUP for how mentoring is handled within the 2 contractual areas.

Kathy: Booking rooms; talk to Jack from the book store; card office right there; parking; early learning program; student employment

Carolyn: Travel (Debbie Peterson); Committees related to social justice and equity (so many committees); Faculty senate; registrar and grades

Myrna: CASE; academic advising center; police department; Office of Diversity and Equity; Ombudsperson; Suoaff

Ellen: Grants and HSC; Grad students; CIE; Study Abroad; AAUP

Bobbi: Athletics; Health Services; Learning Center; Student Conduct Office (Chris Dukes – Judicial Officer)

Susan Slaga: library; counseling and wellness; EAP; QPR (Question, persuade, respond)??? For administrative and teaching faculty to identify students who need resources; IT

HR: What questions are they asked?

What is the function of this office? What are some of the frequently asked questions that you get from new / continuing employees?

Ellen: draft a mentoring statement…. For the website. Important what we name it. In the ABC index… want it next to something to look for.

Accreditation & NCATE add to the list in the future.

Resource people: for learning how to teach. We could set up round table 2x year on teaching issues, e.g. preparing syllabi, dealing with problematic students, etc.

**New Employee: Mentoring and Resources** – Think this would be a good

Sending out volunteer requests for the mentoring of new employees. Then spread the word throughout the department. Once website is up and running, we will let departments know that they can refer new employees to the website.

Can wait to see what the common issues are and then recruit people for specific issues. Network resource group for new employees.

Next Mentoring Committee: February 8th, 1:30 pm