1. Data to track progress:

Mentoring Questionnaire
College Student Survey (get baseline and check over time)
Evaluation of pilots
Academic data as in original proposal
Evaluation of e-mentoring

2. E-mentoring: Invite Phil to next meeting for an update

3. “06-“07 Plans:

Collecting measures
Evaluate pilots and “expand”
E-mentoring evaluation
Sustainable budget plans
On-going staff orientation in place

4. Task Force Membership:

By end of May current members should let Paul know their intentions
We will review design of sub-committee structure at next meeting
Perhaps increase faculty representation to broader group
Perhaps add Phil to task force?
New pilots may contribute members

5. Benchmarking: Joan’s assistant is available to us. At our next meeting we will
design how to use her time.

6. Graphics: Will revise graphics to depict several samples of students in various
programs (AZ/Paul). Color coding is good but perhaps major or program specific
students more useful

-Will also review the 4 year circle to see if there is a better design.
1. New Staff Orientation Content:

- History of Wilkes (mission, governance etc.)
- Leadership structure (organizational chart)
- What is unique about an academic institution? How it works etc.
- “Facts” booklet
- Tour buildings, grounds etc.
- Business functions and budgets finance etc.
- HR Functions: Computers, ID’s, benefits, parking etc.
- Perhaps combine at same time as faculty orientation and share some things in common?
  *Barbara will get orientation packet samples from Ellen for next meeting

2. Assigning Mentors:

- Current team have all volunteered for first rounds
- Include the mentoring program description and assigned mentor in offer letter (Bridget will check*)
- Information will include: name of mentor, contact information, orientation schedule.
- Mentors will be notified by HR when assigned and asked to connect with employee in a few days. Some background information will have been provided by employee. This request should be sent with offer letter as separate document.*
- Mentors will connect with employees several times during the first 2 months as seems appropriate.

  When: In August for new summer/fall hires
  In January for those hired after September

3. Other Staff Programs:

- Perhaps do a survey to staff in fall for ideas and to let them know about mentoring program.
- Put article in “Today at Wilkes” about orientations
- Do web survey to staff on desired discussion topics:
  - How to sue the web
  - Ergonomics in workplace
  - Stress management
  - Financial/retirement planning
  - Some “fun” topics or activities
4. Some kick-off welcoming activity at U-Comm in the fall???

5. Perhaps a summer campus tour day for staff that never see the whole campus and the new building??

* Homework for next meeting
1. Current requests were reviewed and approved

2. This team will decide mini-grants as they come in, perhaps via e-mail if necessary to keep timely. Paul will track them.

3. To get input and more requests team should decided how to present at Department and Faculty meetings on the program, success etc.

4. Paul will resend request information and forms and add summer programs as well. Request should be in by May 1.

5. Mar is going after more departments. Are these still “pilots”?? These will be in the 5k range for each department.

6. At our next meeting we need to discuss exact tracking process (i.e. database etc.) and also how best to address “new pilots” plan.
1. Mentoring coordinator was introduced: Sharon Castano

2. Updates on E-Mentoring:
   - 90 applicants
   - 3.8 average GPA
   - Hired 55

3. reviewed e-mentoring training (see manual)

4. Need to clarify what we will do with undeclared. Right now they will be assigned to current mentors.

5. AZ will update the e-mentoring flowchart for next time
Mentoring Faculty Sub-committee

April 5, 2006 Notes

1. We reviewed and clarified final funding guidelines for grants

2. There is still concern about how to get “buy-in” from faculty and as many requests as possible. This will be an on-going debate but should include some personal presentations, web connections etc.

3. Mar is working with deans on new departments. If we had 9 more we would have broad representation. We should continue to treat them the same as pilots

4. On-going Communication Ideas:
   - A series of article in the Beacon
   - Grassroots success stories
   - More fanfare at faculty development opportunities
   - Show on TV’s in lunge areas to students ala Wilkes Today
   - Perhaps hold a “press conference”: Mentoring program, faculty development grants, pilot updates, e-mentoring (with faculty interviews)
   - Faculty need to see grants as reward and recognition

5. Next steps to look at: perhaps a creative loading sub-groups and a physical space sub-group??

6. Ellen gave update on “Step Ahead Mentoring”: One mentor/section (19); sophomore students at $500 each; perhaps put $5500 into a “pot” for expansion; faculty will select students from previous year’s classes.

7. Perhaps populate a sample program from psyc. EES, underclared, English, Theatre Arts

8. Spring Showcase Event ’07: Ellen volunteers to coordinate!* 

   Ideas:
   - virtual tour of undergrad experience
   - Displays of stories
   - Pilot highlights somehow
   - E-mentoring discussion/panel
   - Student panel on their experiences
   -* Some “big splash” at faculty/staff meetings in fall

*Set a sub Team around these events