

Chancellor's Committee on the Status of Blacks

**Academic Professional Subcommittee**

Meeting notes from:

Friday, February 27, 2009

Marshfield Building, Room 721

2:00 pm – 4:00 pm

The meeting began with a short networking session while those in attendance allowed time for others to arrive. The final count of participants was five academic professionals from both the East and West sides of campus.

The first item of business was a review of **previously assigned tasks**.

- Two people on campus (Theresa (Teri) Blain and Melvin McBean) have indicated that they are willing to conduct a [True Colors](#) workshop for our subcommittee, if their schedules permit. There is a cost of approximately \$20 per person for the written materials that go with the workshop.
- Constance Umbles-Sailers (no longer at UIC) developed a Mentoring Interest form which may be used to assess interest in the mentor program.

The second item of business was a review of where we are at regarding the **mentoring program**.

- The mentoring program will be for Black/African American/African Academic Professionals
- There will be 7 professional categories for the mentor program
  - Education
  - Finance
  - Medical
  - Human Resources
  - Technical
  - Administrative
  - Creative/Arts
- The pilot program will have 10 mentors, 10 mentees, and 4 alternates
- The pilot program will be open to men and women
- There will be quarterly meetings of the mentoring team
- There will be an educational component where both mentees and mentors attend workshops

The third item of business was to develop a list of what the committee needs **to do to launch the mentoring program** by September 2009. Below are the items that resulted from the brainstorming.

- Develop a timeline for launching the program
- Finalize the applications for mentors and mentees
- Identify and secure space for a December networking event
- Find out what funding is available and how we may be able to obtain additional funding
- Develop a flyer to announce the program
- Develop a tool for measuring the success of the program

- Finalize criteria for the mentor and mentees (Debra has criteria for the mentor based on previous meetings)
- Develop curriculum and workshops for the educational component of the program
- Develop operating rules for the program
- Develop a letter that will go to department heads to get their buy-in for the program
- Develop a letter of commitment for both mentors and mentees to sign and agree to prior to beginning the mentoring relationship
- Include a criteria in the operating rules that required regular participation in CCSB meetings
- Develop a program evaluation that will be submitted quarterly
- Develop a process for filling any mentor or mentee openings that may come as a result of an unforeseen emergency
- Brainstorm fundraising and co-sponsorship ideas

**Additional items** discussed included:

- CCSW-AP membership roster
  - The Co-chairs divided the roster and will be calling and emailing people to:
    - make sure those APs are still interested in the subcommittees
    - find out why those APs are not attending meeting
- Professional development activities
  - We want to offer professional development activities for APs but will wait until we have more active members to help with coordinating events
  - We may have an informational networking program prior to the launch of the mentoring program to provide information about the program
  - When the mentoring program grows maybe we can include a component which allows APs to share their professions with current students
- Meetings
  - We will have regularly schedule meetings every other Friday until further notice
  - These meeting will allow us to work on launching the mentoring program and solidifying membership within the subcommittee
- Partnerships
  - We want to explore other opportunities to network and co-sponsor activities with other UIC groups that focus on APs and or Blacks
  - The goal of partnership is twofold: increase awareness of our subcommittee and pool resources to work on share goals

**Final thoughts**

- Our next meeting (3/13/09 in SSB, 2788) will focus on developing a timeline for launching the mentoring program. Participants are asked to bring their calendars and any list of special campus events they know are happening prior to September 2009.