

**MILLERSVILLE MENTORING ALLIANCE PROGRAM**

**MEETING NOTES**

Advisory Council Meeting  
Thursday, October 11, 2007  
3:30 – 5:00 pm.  
Student Memorial Center, Room 43

**Members present:** Stacy Caldwell, Ken Kwiat, Martha MacAdam, Hiram Martinez, Judson McCune, Kathy Naegele-Delgado, Will Redmond, Angela Simmons, Kristin Weidman, Michelle White

1. **Welcome Back** – Judd McCune and Michelle White, co-chairs, welcomed the group back to a new academic year.
2. The **notes from last meeting** on August 16, 2007 were approved with no changes.
3. Kristin Weidman gave an overview of the following **recent events** during the fall 2007 semester:
  - New Student Orientation Welcome Sessions
    - August 22 and 23 – total of 6 one-hour sessions
  - Mentor/Mentee Training Sessions
    - Mentor – September 11, Lunch and Dinner sessions
    - Mentee – September 20
    - PFMI Mentor Meeting – September 13
    - Small Group Sessions – October 10 and 11
  - PFMI Ropes Course – September 16
  - Group M&M Meeting – October 4
4. Stacy Caldwell reviewed some of the recent **web site updates**. Most important were improvements made to the Mentor and Mentee “Toolkit” sections. All of the updated forms and guidebooks for new participants have been posted in these areas for easy access and ease of use. Also highlighted was the Advisory Council page. Stacy recommended that Advisory Council members refer to this page often for meeting and event time and location updates.
5. The advisory council discussed revising the annual **Star Mentor selection process** for 2008 and decided on the following changes:
  - a. The MMAP will recognize new and veteran mentors and mentees each year.

- b. Kristin and Stacy will make recommendations and personally ask the candidate's mentor or mentee to write a statement or letter supporting the nomination.
  - c. All nominations will be collected by March 14, 2008. This will allow time for advisory council members to conduct face-to-face or phone interviews before the final vote at the meeting on April 3.
  - d. The Star Mentor and Star Mentee will be announced at the Appreciation Luncheon on April 10.
6. The advisory council agreed upon the following two **goals for 2007-2008**:
  - a. Develop a functional mechanism for program assessment, one for mentors and one for mentees.
    - i. Work with Kathy Naegele-Delgado to implement an online survey tool
    - ii. Develop appropriate survey questions targeted separately to mentors and to mentees
    - iii. Present survey data results in a clear, concise format
  - b. Improve the program's method for tracking participants' involvement
    - i. Develop and fine-tune a workable database for tracking and matching participants
    - ii. Design processes for maintaining, managing and updating participant data
7. The advisory council recommended that the agenda for the next meeting include a review of the Advisory Council charge and membership list. Council members also requested that an updated count of active MMAP participants be sent out along with the notes from today's meeting.
8. Next meetings (see web site for most up-to-date information!)
  - Thursday, December 13  
3:30 – 5:00 pm  
Student Memorial Center, Room 44 (**new location!**)
  - Thursday, February 14  
3:30 – 5:00 pm  
Student Memorial Center, Room 43 (**new location!**)
  - Thursday, April 3 (**new date!**)  
3:30 – 5:00 pm  
Student Memorial Center, Room 43 (**new location!**)