

# ACHE-SETC

## Mentorship Committee

### January 20, 2022 (5 p.m.)

**Attendees:** Harold Griffin, Mark Biscone, Grace Itiowe, Anil John Abraham,

**Absence:** Gregory Haralson, Jasmine Oyewai, Mohammad Khan, Jasmine Oyewumi, Sara Monten, Cornelius Cornell-Ade, Khan Mohammad, Katrina Long

Ex-Officio Member: Mark Biscone, Executive Director of Operations, ACHE-SETC

Ex-Officio Member: Gregory Haralson, Memorial Hermann

Below are minutes from today's meeting.

1. Mark mentioned that in the past ACHE-SETC hasn't done any celebrations at the conclusion of a Mentorship cycle. This year we discussed adding the Mentorship celebration activities into the upcoming ACHE-SETC Awards event on April 1, 2022. Note: This suggested was supported by Mark.
2. We need to look at the Mentorship application for 2022. During the meeting, I shared that I made some changes to the narrative component of the cover letter to the 2021 Mentor/Mentee application, as well as some minor adjustments to the section that lays out the eligibility requirements for Mentors and Mentees. During the Committee meeting, we collectively made some word changes to the question that asked the Mentors is that wanted to be assigned 1 or 2 mentees. It wasn't clear if this was to be 1 or 2 mentees per cycle or at any given point in time during the year. We took the position that Mentors were being asked if they wished to mentor 1 or 2 mentees per year. The wording was changes to reflect this position. There are 2 Mentorship cycles per year—one that begins in March and the other that begins in September. At this point, we are winding down the March 2021 cycle, which will officially end in April 2022. In the cover letter for the Mentor/Mentee Application, we have the application and supporting materials (resume, Statement of Commitment, and written endorsement form active students) being due by March 18<sup>th</sup>. These documents will be emailed to the Google mailbox specifically setup for the Mentorship Committee. The matching will take place by the end of March. Everyone is strongly encouraged to carefully read the Mentor/Mentee Application and cover letter and embedded and suggested changes or need for clarification. This would be very helpful. We want to get the 2022 March Cycle Mentor/Mentee application and the supplemental materials posted to the ACHE-SETC website within the next 2 weeks to allow ample some for interested parties to make application by the March 18<sup>th</sup> deadline. It was collectively decided that the Mentorship application and supporting materials will be due March 18<sup>th</sup> and are to be emailed to the [ACHESETCMentorship@gmail.com](mailto:ACHESETCMentorship@gmail.com) account. The matching of mentees and mentors will take place on March 31<sup>st</sup> with written notification being sent to the participants. Finally, the conclusion of the upcoming March cycle will be in April 2023. Attached is a copy of the updated Mentor/Mentee application with cover letter.

3. I have previously prepared a sample Written Endorsement that Program Chairs/Program Directors/Program Coordinators could use as a sample for their undergraduate and graduate students looking to be accepted into the Mentorship Program. I promised to share this Endorsement with the committee, which is why it's attached to this message. Attached is a copy of the sample Written Endorsement that PCs/PDs may use to prepare an endorsement for a student expressing a desire to participate in the Mentorship program.
4. The March 2021 Mentor and Mentee survey results are completed and in need to analysis and interpretation. We have 14 mentors complete the instrument and 12 mentees. While I haven't analyzed the results, I did notice that the Mentors seems to generally be pleased with the program. While many of the Mentees are positive about the program, there were respondents that shared what they perceived to be opportunities for improvement. I believe, in the end, these data will be most useful in making program improvements. Mark mentioned that he may have someone who can assist with the analysis and interpretation of the results. Then, collectively, we, the Committee, can determine how best to use this information to make enhancements.

Meeting Adjourned.

Attachment 1: Updated Mentor/Mentee Application for March 2022 Cycle

Attachment 2: Sample Written Endorsement that PCs/PDs may use to prepare an endorsement for a student expressing an interest in participating in the Mentorship program and that meets the established criteria.