Mentoring for All Committee Roles and Responsibilities

The Mentoring for All committee launched during Winter Quarter 2021 as one of the key elements of our university's initiative to erase opportunity gaps via a Collective Impact framework. The committee is dedicated to ensuring that every UC San Diego student who wants a mentor has access to a mentor.

The Mentoring for All initiative will:

- Enhance and elevate the visibility of existing mentor programs on our campus.
- Implement inclusive and student-centered training programs for both mentors and mentees.
- Engage our alumni, donors, staff and faculty in supporting the success of our students through the demonstrated best practice of mentoring.

Mentoring for All Committee Tri-Chairs

The Tri-Chair position is a voluntary role open to nominations from campus stakeholders, including self-nominations, upon the announcement of a Tri-Chair position vacancy by the Director of the Online Student Experience Department. Tri-Chairs are expected to collaborate closely, providing effective leadership to ensure that the M4All Committee operates efficiently and fulfills its strategic plan objectives.

Time Commitment:

- Attend monthly Tri-Chair meetings
- Attend quarterly M4All Committee meetings and debrief
- Lead and facilitate assigned Working Group monthly meetings
- 2-3 hours/month including meeting time, pre-read documents, action items, etc.
  - *Added 1.5 hours to the month where quarterly meeting takes place*

Leadership and Management

- Meeting Management: Tri-Chairs are responsible for planning and leading M4All Committee meetings and their assigned monthly Working Group meetings. This includes setting agendas, facilitating discussions, and ensuring that meetings run smoothly and efficiently.

- o M4All Program Coordinator with work with the OSE Department's PPA to schedule Tri-Chair meetings, M4All Committee meetings, and the monthly Working Group meetings.
- Delegation: Co-chairs delegate tasks and responsibilities to committee members and working group members to ensure that work is distributed evenly, and tasks are completed effectively.

Planning and Strategy

- Goal Setting: Collaboratively set goals and objectives for the committee and assigned working group, aligning with the broader aims of the UC San Diego strategic plan, SA-CL strategic plan, and M4All strategic plan.
- Strategic Planning: Develop and implement action items to achieve the committee and working group's goals. This often involves creating action plans and monitoring progress.

Oversight and Evaluation

- Monitoring Progress: Oversee the progress of committee projects and initiatives, ensuring they stay on track and meet deadlines.
- Evaluation: Regularly assess the effectiveness of the committee and working group's activities and processes, making improvements as necessary.

Leading the working group meetings, including:

- Development of the agenda and content for each working group meeting — including serving as thought partners to the Online Student Experience department staff and helping contribute content expertise
- Facilitating discussions and decision making in meetings — including speaking up if conversation gets stuck, encouraging multiple perspectives, and reporting out on smaller group discussions
- Emphasizing knowledge-sharing and advancing the completion of their working group's strategic plan goal as a key element of working group meetings

Mentoring for All Committee Members

The M4All Committee is composed of campus stakeholders who directly work with and/or oversee mentoring programs or programs with a mentorship component. Traditionally, the M4All Committee also includes campus stakeholders who directly work with and/or oversee peer coaching programs.

Time Commitment:

- Attend quarterly M4All Committee meetings and complete action items as needed.

- 1-2 hours/quarter including meeting time, pre-read documents, action items, etc.

Describing current equity gaps and taking action:

- Help the M4All Committee identify common goals and metrics
- Apply those goals and metrics to projects you oversee
- Identify resources needed to achieve goals (e.g., funding, materials, volunteers)

Information sharing:

- Bring ideas, best practices, lessons learned, data and other knowledge into the quarterly M4All Committee meetings
- Share knowledge and information from outside the committee that are relevant to the M4All Working Group themes
- Identify collaboration opportunities within and outside the M4All Committee

Processing:

- Champion the Collective Impact effort and M4All Initiative broadly on campus
- Attend quarterly scheduled committee meetings; review pre-read materials prior to meetings and come prepared for engaged discussion, active listening, and respectful dialogue

M4All Working Group Members

The Mentoring for All structure includes four thematic Working Groups that represent the current strategic plan goals to be achieved are:

- Marketing Working Group
- Mentorship Connection Working Group
- Program Evaluation Working Group
- Resource, Training and Support Working Group

Working Group membership is a voluntary role open to nominations from campus stakeholders, including self-nominations, upon the announcement of a member position vacancy in any of the working groups by the Director of the Online Student Experience Department. Members are expected to be prepared to steer away from discussion-based meetings, and instead work collaboratively to complete action items, activities, and project goals during and after meetings.

Time Commitment:

- Attend monthly their assigned M4All working group meeting and complete action items as needed.
- 1-3 hours/month including meeting time, pre-read documents, action items, etc.

Describing current equity gaps and taking action:

- Help the working group identify common goals and metrics
- Apply those goals and metrics to projects you oversee
- Identify resources needed to achieve goals (e.g., funding, materials, volunteers)

Information sharing:

- Bring ideas, best practices, lessons learned, data and other knowledge into the working group
- Share knowledge and information from outside the working group that are relevant to the working group themes
- Identify collaboration opportunities within and outside the working group

Processing:

- Champion the Collective Impact and M4All Initiative effort broadly on campus
- Attend regularly scheduled working group meetings; review pre-read materials prior to meetings and come prepared for engaged discussion, active listening, and respectful dialogue