Annual Report, 2017-18

LAUCSD Mentoring Committee, 2017-2018

Committee members

SuHui Ho, Co-Chair	2nd year
Jin Moon, Co-Chair	1st year
Michelle Mascaro	2nd year
Nina Mamikunian	1st year
Laura Schwartz	2nd year
Aislinn Sotelo	1st year
Xi Chen, Internship Coordinator, April 2017-19	2nd year, Ex officio
Amanda Heath, Internship Coordinator, 2016-July 2018	2nd year, Ex officio
Maria Din, LHR Standing Liaison	Ex officio

Activities

This year, the Committee held eight meetings, one intern's presentation event (December), and hosted Librarian Shadow Day in April. We refreshed both the committee's public facing website and internal web/digital spaces. In particular, we started to consolidate the committee's content in LiSN and the P drive, and reorganized its LiSN web space to make it more efficient. We have also updated the workflow and related communication channels. This streamlined how we market and communicate mentoring related events with Library staff, staff who currently pursue a MILS degree, student employees who might be interested in pursuing a MLIS degree, and external students who are attending one of the MLIS programs on the west coast . We also worked closely with the LAUC-SD Graduate Internship Program chairs and the International Internship with Fudan University program. Below are more details about these activities.

Librarian Shadow Day, April 7, 2018

The schedule of the day:

9:30 - 10:15 One-on-one Time

10:30 - 12 Speed-Dating (Seuss Room)

12:15-1:15 Complimentary lunch (Round Table Pizza)

1:30-2:30 Career Workshop (Seuss Room)

2:30 - 3 Mini workshop/tour 1 (Meet in Seuss Room)

- Special collection
- General Geisel tour
- DLDP

3-3:30 Mini workshop/tour 2 (Meet in Seuss Room)

- Special collection
- General Geisel tour
- DLDP

The committee's working space contains more detailed documentation relating to timeline and schedule. Details on the catering order, gift bag content, survey feedback and other information can be found on the p: drive under 2018 Librarian Shadow Day. As in past practice, we reimbursed LAUC-SD for our Shadow Day attendees as the pizza party guests ($240.20).

Discussion:

- We had record attendance this year.
- Very positive feedback from both mentor and mentees in the survey.
- 100% of the mentors and mentees participated in the survey said they would participate again!

- The flow of the day was good. Moving the tours to the end of the day and making them optional was a good idea, as well as putting the Career Talk in the middle of the day so that more people (those who wanted to leave early) were able to attend. We recommend keeping the same schedule for next year if possible. Detailed numbers and surveys are available on the P drive.
- Mentees expressed interest in activities that cannot be covered in one day, such as critiquing resumes, observing librarians on their jobs. Consider building upon the Shadow Day to extend the mentorship to a longer term, for example, offer to establish mentorship to some students for one quarter, allowing students to come observe teaching, etc. May need a cap of 10 students to handle the workload. Will need a bigger budget if we are to do so. More discussion for next year's committee.
- Ask mentors and mentees to bring business cards for future contact.
- 5 of the attendees were not currently in an MLIS program. Next year's committee may want to specify whether mentees need to be currently enrolled.

LAUC-SD Graduate Internship Program

The LAUC-SD Graduate Internship Program is maturing well. Started four years ago, we are seeing steady and growing interest. The Coordinators serve alternating terms. Stefan Elnabli will become the new Co-Coordinator for the Internship program, together with Xi Chen, who will continue her second year term.

Internship Stats

- Number of applicants: 4
- Number accepted: 4
  - Mikayla Habibi from San Jose State University interned during the fall quarter for LSV/RAS.
  - During 17-18, Internship Committee received two internship applications from Paizha Stoothoff (SJSU) and Coline Silvestre (France). They went through the screening and interviewing process. Based on the response from interested programs /librarians, they were matched with RAS, SLA and Scholarly Communication Librarian for fall 2018.
  - The intern we had lined up for Winter/Spring declined in December.

Fudan Internship

The Fudan interns (2) were unable to receive authorization for their travel visas due to government processes in China. We were unable to host the two Fudan interns this August as planned. We will continue to work with Fudan with regards to future interns.

Interns' Presentation

The Mentoring Committee coordinates sessions that give our interns a chance to present about what they are doing, with the aim of a practice that benefits their professional skills and builds library staff understanding about their work. Intern Mikayla Habibi on December 7th in the Seuss room. Mikayla shared her experience interning with the Learning Services and Research Advisory Programs. She heard about our internship through her attendance at last year's Librarian Shadow Day.

Website and Workflows Change

- We updated information on the Committee's public-facing website to ensure currency.
- We reorganized and cleaned up the committee's LiSN pages, and consolidated information in the P drive and LiSN where appropriate.
- We moved the mentor-mentee list from the P drive to LiSN and simplified it with just he names and phone numbers of the mentors and mentees.
- We subscribed in the past to external library student listservs or Slack channels to promote mentoring events. We found a lot of the traffic on these listservs are unrelated to mentoring and a burden to monitor. The committee decided not to subscribe to these lists.
- We created a public channel "Mlis_students" for current MLIS students or recent graduates to communicate and share opportunities.

Library Staff Enrolled in MLIS Programs List

The purpose of the MLIS_Staff@ucsd.edu is to help the committee communicate with UCSD Library staff that are enrolled in an MLIS program about programs and other announcements that may interest them. We decided not to maintain the list and instead use Slack and the Weekly Update to promote mentoring related events.

Formal Mentoring Pairs

The Committee promoted mentoring via emails and in LAUC-SD membership meetings this year with good results. 16 librarians volunteered to be mentors. The committee has a front-facing form to collect requests for mentoring pairs. This year we formed three formal mentoring pairs, and one librarian provided informal mentoring advice via coffee chat.

Leadership for next year

Jinn Moon and Nina Mamikunian volunteered to be co-chairs. We find the co-chair model works quite well for Mentoring; the group is large and active enough to warrant this leadership model. It also ensures experience passes down to next year's committee.

Budget

Annual budget allocated to this committee is $1,000 and the fiscal year for Mentoring Committee runs with the Library's fiscal year, from July 1 - June 30. Below is the balance sheet.

Allocation		$1000
Catering expenses		
Chinese Interns presentations	$305.95	
Interns presentations May 8	$72	
Librarian Shadow Day 2017	$240.20	
Subtotal		$618.15
Supplies		
Interns (parking)	0	
Interns name tags (3)	0	
General events supplies	0	
Subtotal		0
Balance		$ 381.85

During this fiscal year, we did not host any interns and did not need to spend the budget on intern's needs. However, we will have 2 interns starting 2018 and will need to purchase their parking permits and name tags.

Horizon Issues

- ***Internship coordination:*** Along with adding new members to the Committee, a new internship coordinator will also need to be selected each LAUC-SD year starting 2018/19. This year, Stefan Elnabli joined as the new internship coordinator.
- ***Impact of interns' support on Committee budget***: We have been getting request from international students/librarians about being part of our internship program. While the Committee can anticipate the cost of supporting a local intern, we are not sure of what the cost for international intern would be. This year, to support a local intern, the cost were around $65 per intern and about $70 for their presentation(around $130 for per intern). Depending on the interns, it might be best to combine the interns' presentations to one event to bring down the cost. The Committee will continue to monitor the number of interns and its budget.
- ***Mentor/Mentee coffee/tea support on Committee Budget***: With the mentor/mentee program, we proposed that the Committee cover the cost of coffee/tea during the meetings. However, none of the mentors requested for funding this year. We will continue to support our mentors when they are meeting with their mentees and will monitor the use of this support.
- ***Potential ideas and activities for next year:*** Our group brainstormed additional ideas but did not find time to implement them:
  - Consider surveying past interns to track how the internship program has enhanced their careers.
  - Consider offering head shots for Shadow Day attendees and/or interns.
  - Consider further development of outreach to UCSD students, particularly undergrads working in the library about LIS careers; other options are possibly outreach to all undergrads and/or graduate student assistants in research roles (receptions, tabling events or a communication channel/webpage) and doing a more systemmatic scan about what other libraries are doing.
  - September/October is a good time to work on non-Shadow Day work. Or after April.
  - Round Table is closed so the Committee and the new LAUC-SD Member-at-Large will work together to find a suitable location for Shadow Day/Spring Social.

A copy of this Annual Report also is posted to the Mentoring Committee's public-facing pages and P: folder.

Respectfully submitted,

SuHui Ho and Jin Moon
LAUCSD Mentoring Committee, Co-chairs 2017/2018
August 30, 2018