Flight Tracker Consortium Meeting

October 7, 2020

Custom Mentee-Mentor Agreements

Scott J. Pearson & Chad Lightner

Meeting Agenda

FLIGHT TRACKER for scholars

Custom Mentee-Mentor Agreements

What's New & Coming Soon?

What's Next?

Next Month's Agenda

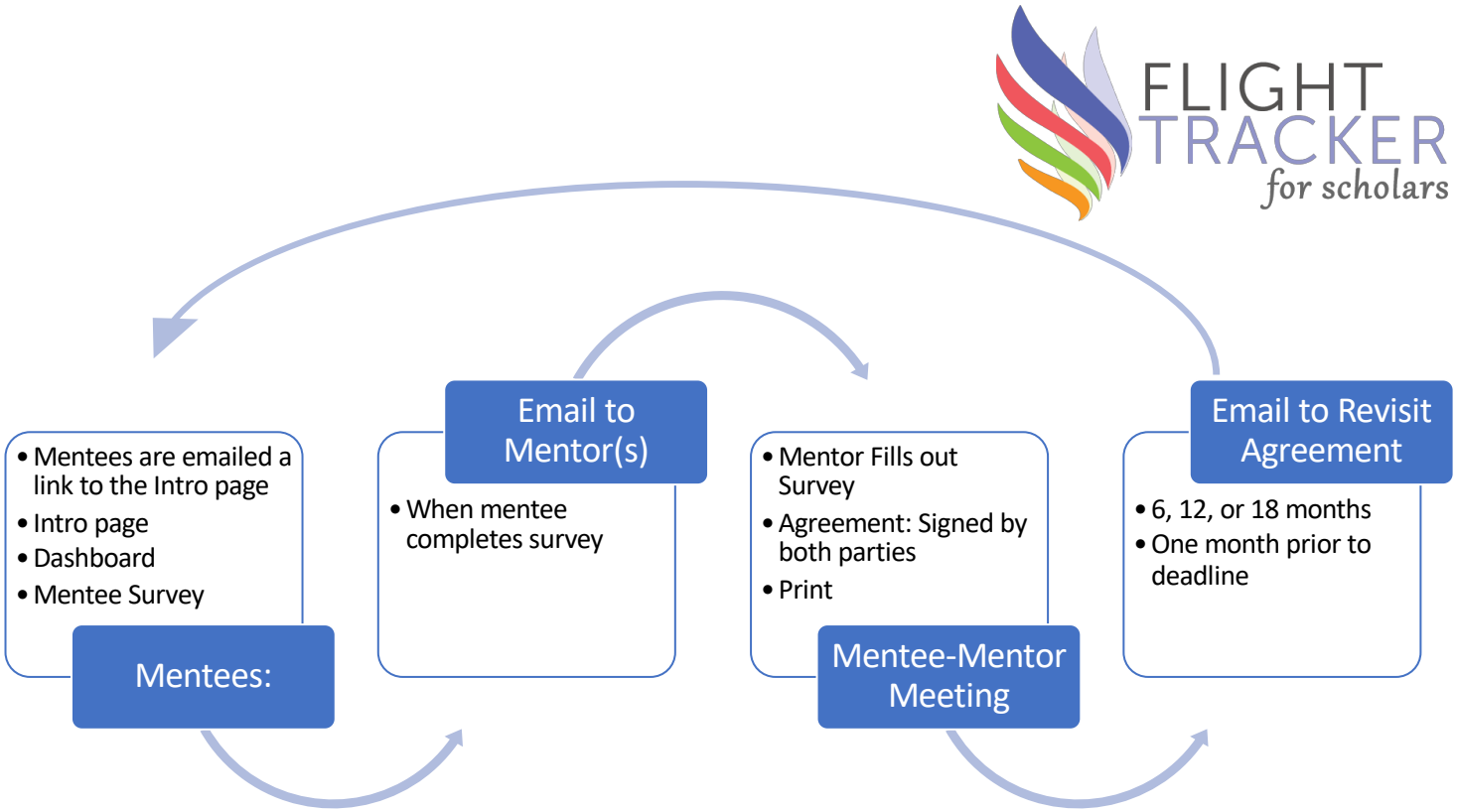
Office Hours with Rebecca and Scott

Mentee-Mentor Agreement Goals

FLIGHT TRACKER for scholars

- Allow flexible customization to mentee-mentor preferences
- Track data and analyze trends that lead to success (publications, grants)
- Provide research-informed teaching on how to get these relationships right
- Direct thought to most important subjects and get computer to handle more trivial tasks
- Back-end: Operate as a part of Flight Tracker using REDCap for authentication. Viewed as independent application.
- Completely optional resource

Mentee-Mentor Agreements: Workflow



Mentee-Mentor Agreements: Introduction

Flight Tracker for Scholars

Front Page

Welcome, Eric!

Start Now

Welcome to a new way to think about the agreement of collaboration between a Mentee (also referred to here as 'Scholar') and Mentor. Mentee-Mentor Scholar Agreements ('Mentoring Agreement'), or contracts, function to define a mutually agreed upon set of goals and parameters which provide a foundation for the mentoring relationship. Ideally, a formal agreement will address a broad range of domains, including the Scholar's research and education, professional development and career advancement and interactions between the scholar and mentor with respect to support, communication, personal conduct and interpersonal interactions.

While seen as a valuable mechanism to align expectations between scholars and mentors, and provide a road map for collaboration, agreements are not uniformly employed. One possible reason for the lack of universal use is the need for a more user friendly, relevant document which may serve as an active guidepost applicable to all levels of the scholar's career development. This program was created to provide an improved foundation for the development of agreement documents, and a site for their ongoing access and update.

Characteristics of a **Successful Mentor**

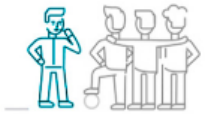
A successful mentor is not just an advisor, but a role model, guide and colleague.

Learn More

Characteristics of a **Successful Mentee**

Mentee-Mentor Agreements: Teaching Modules

Characteristics of a Successful Mentor



A successful mentor is not just an advisor, but a role model, guide and colleague.

Learn More

Characteristics of a Successful Mentee

The foundation for a successful mentee rests on three "vital signs" of successful mentoring relationships: respect, responsiveness, and accountability.

Learn More

Additional Resources for a Deeper Dive

These papers in the literature provide opportunities for further exploration.

Learn More

FLIGHT TRACKER for scholars

Mentee-Mentor Agreements: Teaching

x

References and Additional Resources

- Huskins WC, Silet K, Weber-Main AM, Begg MD, Fowler VG, Jr., Hamilton J and Fleming M. Identifying and aligning expectations in a mentoring relationship. *Clinical and translational science*. 2011;4:439-47. doi.org/10.1111/j.1752-8062.2011.00356.x
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- Pololi LH, Knight SM, Dennis K and Frankel RM. Helping medical school faculty realize their dreams: An innovative, collaborative mentoring program. *Academic Medicine*. 2002;77:377-384. doi.org/10.1097/00001888-200205000-00005
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- Li SB, Malin JR and Hackman DG. Mentoring supports and mentoring across difference: insights from mentees. *Mentor Tutor*. 2018;26:563-584. doi.org/10.1080/13611267.2018.1561020
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Learn More

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Additional

Mentee-Mentor Agreements: Dashboard

Flight Tracker for Scholars

Front Page

Typical Workflow

Mentee Preferences
→ Discussion with Mentor
→ Final Agreement
→ Revisit Agreement

Eric, here are your mentee-mentor relationships

LATEST UPDATE	PROGRESS	STATUS	MENTEE	MENTOR(S)	SEND NOTIFICATION
start	NOT STARTED	no prior agreements	Eric Austin	Katherine Hartmann Add a Mentor	send reminder for mentor(s) to complete
edit	39% 09-24-2020	view last agreement	Meredith Campbell	Eric D. Austin	send reminder for mentor(s) to complete
edit	27% 09-18-2020	view last agreement	William McEachern	Eric D. Austin	send reminder for mentor(s) to complete
edit	27% 09-25-2020	view last agreement	Melissa Krasnove	Eric Austin	send reminder for mentor(s) to complete

Survey Arrangement

FLIGHT TRACKER for scholars

- Same questions for mentee and for mentor
- All multiple choice and checkboxes, except for one
  - One notes box to suggest names for a mentor panel
- Each question has a notes field to record detailed notes
- Mentor trumps mentee; mentor answers leads to final agreement

Mentee-Mentor Agreements: Dashboard

Flight Tracker for Scholars

Front Page

Hi, Eric!

Welcome to the Mentoring Agreement. The first step to completing the Mentoring Agreement is to reflect on what is important to you in a successful mentee-mentor relationship. Through a series of questions on topics such as meetings, communication, research, and approach to scholarly products, to name a few, this survey will help guide you through that process and provide you with a tool to capture your thoughts. The survey should take about 30 minutes to complete. Your mentor(s) (Katherine Hartmann) will also complete a survey.

0%

(complete)

The mentee should complete the agreement first. An email will alert the mentor(s) whenever the agreement is submitted. The mentor(s) should arrange a time to meet with the mentee to fill out their part of the agreement, which will act as the final authorized/completed agreement. Then the completed agreement can be viewed, signed, and printed. A follow-up email will be scheduled for when the agreement should be revisited.

Each section below will explore expectations and goals regarding relevant topics for the relationship, such as the approach to direct one-on-one meetings.

Pre-fill from Another Survey: --- select ---

PLEASE FILL OUT THE CHECKLIST BELOW

MENTEE-MENTOR 1:1 MEETINGS

Mentee Survey

Pre-fill from Another Survey: --- select ---

PLEASE FILL OUT THE CHECKLIST BELOW

MENTEE-MENTOR 1:1 MEETINGS

QUESTION	MENTEE RESPONSES	LATEST NOTE (CLICK FOR FULL CONVERSATION)
Frequency	○ Twice a week ○ Weekly ○ Every two weeks ○ Monthly ○ Other	add note
Duration	○ 30 minutes ○ 60 minutes ○ 90 minutes ○ 120 minutes ○ Other	add note
Scheduling responsibility	○ Mentor ○ Mentee ○ Administrative team member	add note
Typical meeting location	○ Mentor's office ○ Mentee's office ○ TBD for each meeting	add note
Typical format of the meetings	○ In person ○ Virtual	add note
Agenda responsibility	○ Mentee	add note

Mentee Survey

How far in advance should agenda items be submitted?	○ 1 day ○ 2 days ○ 3 days ○ 1 week ○ Other	

LAB MEETINGS

QUESTION	MENTEE RESPONSES	LATEST NOTE (CLICK FOR FULL CONVERSATION)
When are these held?	○ Twice a week ○ Weekly ○ Every two weeks ○ Monthly ○ Other	add note
Expectations for mentee's contribution to lab meeting	☐ Prepared for meeting ☐ Update group on mentee's project progress ☐ Intellectually engage with colleagues	add note

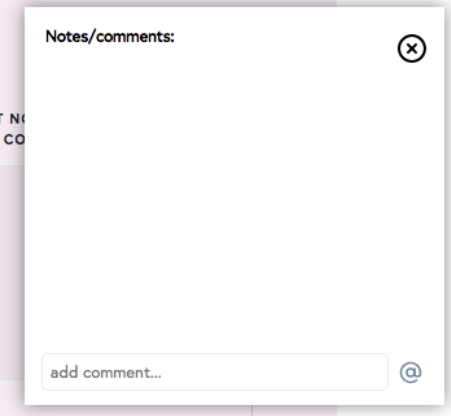
COMMUNICATION

QUESTION	MENTEE RESPONSES	LATEST NOTE (CLICK FOR FULL CONVERSATION)
Preferred method of communication outside of direct 'in person' (or Zoom-style) meetings	☐ Email as needed ☐ Consolidated/wrap up email approach one (or other) time per day	add note

Mentee Survey

FINANCIAL SUPPORT

QUESTION	MENTEE RESPONSES	LATEST NO (CLICK FOR FULL CO
Lab equipment and supplies supported by the mentor will be accessible to the mentee in the following manner, typically: (Please use notes to track specifically agreed-upon amounts.)	○ Use or purchase as needed with no restrictions ○ Use or purchase items only upon approval from lab manager or lab leader ○ Use or purchase items only upon approval from mentor ○ Other	add note
Members of the mentor's personnel may or may not be available to directly assist the mentee. Personnel supported by the mentor will be accessible to the mentee in the following manner, typically: (Please use notes to indicate agreements.)	○ As needed with no restrictions ○ Only upon approval from lab manager or lab leader ○ Only upon approval from mentor ○ Other	add note
We reviewed the mentee's time responsibilities, including protected time for research. This protected time may be out of the direct control of either party; however, we recognize the protected time to be:	○ 100% protected time for research ○ 80% protected time for research ○ 50% protected time for research ○ 20% protected time for research	add note
We discussed the approach to the submission of intramural and extramural documents such as conference abstracts or grant proposals. The mentee will inform the mentor of a desire to submit such documents:	○ 6 months in advance ○ 3 months in advance ○ 1 month in advance	add note
We discussed the approach to financial support of mentee travel, manuscript	○ Without approval necessary ○ Only upon approval after direct discussion with mentee	add note



Mentee Survey

	○ Twice a year ○ Yearly	
Person typically responsible for scheduling mentor panel meetings	○ Mentor ○ Mentee ○ Other administrative team member	add note
Person responsible for creating the mentor panel meeting agenda	○ Mentor ○ Mentee ○ Created together	add note
We discussed the role of the mentor panel and/or the specific roles of certain members of the panel.	○ Yes; if yes, please briefly list ○ No	add note

NEXT

QUESTION	MENTEE RESPONSES	LATEST NOTE (CLICK FOR FULL CONVERSATION)
When should this agreement be re-visited?	○ 6 months ○ 12 months ○ 18 months	add note

save mentoring agreement & notify mentor(s)

1:1 Meeting Survey

Flight Tracker for Scholars

Front Page

Hi, Eric!

Welcome to the Mentoring Agreement. The first step to completing the Mentoring Agreement is to reflect on what is important to you in a successful mentee-mentor relationship. Through a series of questions on topics such as meetings, communication, research, and approach to scholarly products, to name a few, this survey will help guide you through that process and provide you with a tool to capture your thoughts. The survey should take about 30 minutes to complete. Your mentee (Meredith Campbell) will also complete a survey.

The mentee should complete the agreement first. An email will alert the mentor(s) whenever the agreement is submitted. The mentor(s) should arrange a time to meet with the mentee to fill out their part of the agreement, which will act as the final authorized/completed agreement. Then the completed agreement can be viewed, signed, and printed. A follow-up email will be scheduled for when the agreement should be revisited.

Each section below will explore expectations and goals regarding relevant topics for the relationship, such as the approach to direct one-on-one meetings.

PLEASE REVIEW BELOW:

Pre-fill from Another Survey: --- select ---

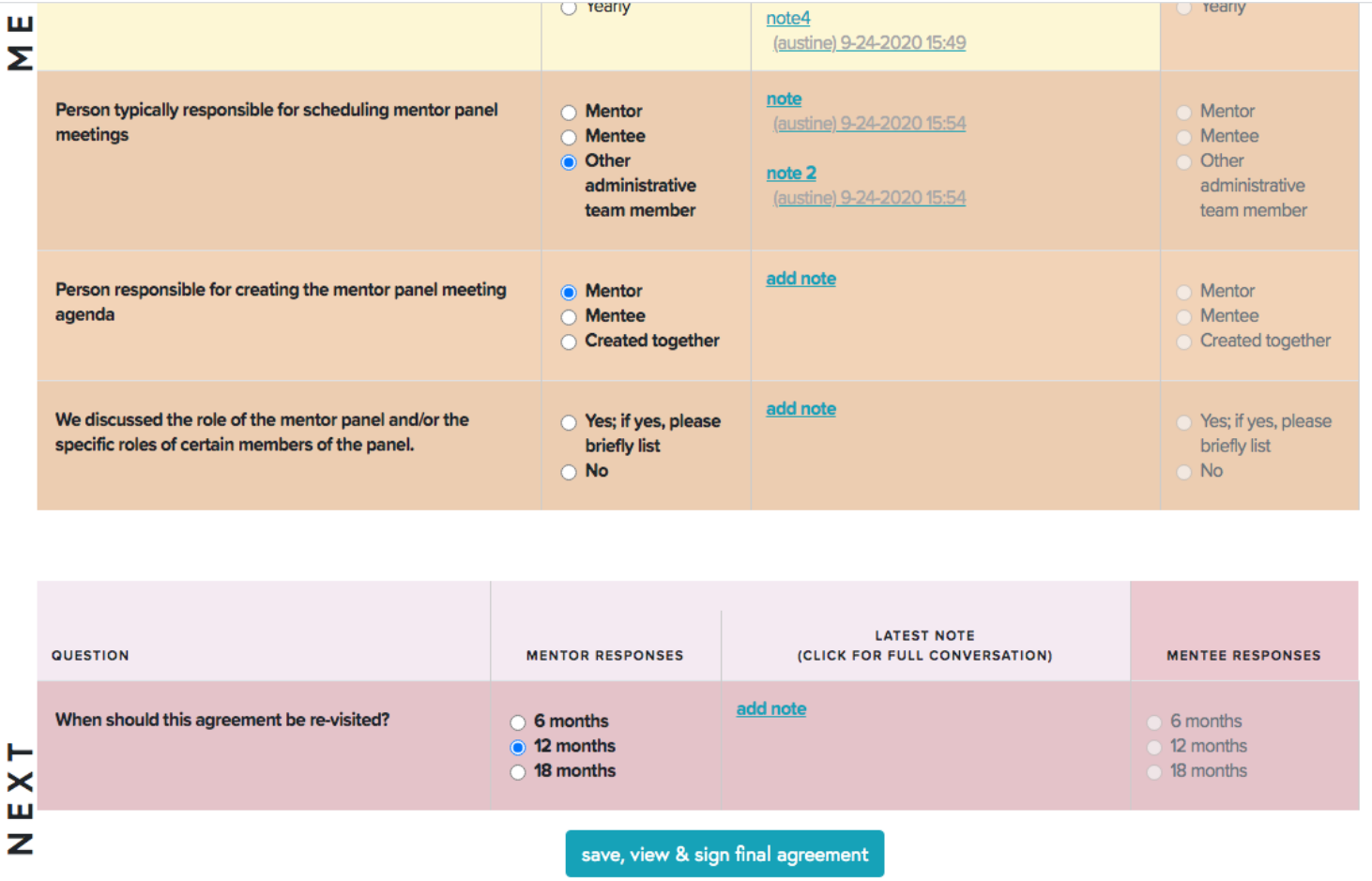
LATEST NOTE

1:1 Meeting Survey

MEETINGS

QUESTION	MENTOR RESPONSES	LATEST NOTE (CLICK FOR FULL CONVERSATION)	MENTEE RESPONSES
Frequency	○ **Twice a week** ○ **Weekly** ◉ **Every two weeks** ○ **Monthly** ○ **Other**	**note** (campbm3) 9-24-2020 13:24 **note 2** (campbm3) 9-24-2020 13:24 **note 3** (campbm3) 9-24-2020 13:31 **note 4** (campbm3) 9-24-2020 13:31	○ Twice a week ○ Weekly ○ Every two weeks ○ Monthly ○ Other
Duration	○ 30 minutes ◉ 60 minutes ○ 90 minutes ○ 120 minutes ○ Other	note (campbm3) 9-24-2020 13:30 note 2 (campbm3) 9-24-2020 13:30 note 3 (campbm3) 9-24-2020 13:30	○ 30 minutes ◉ 60 minutes ○ 90 minutes ○ 120 minutes ○ Other
Scheduling responsibility	◉ Mentor ○ Mentee ○ Administrative team member	add note	○ Mentor ○ Mentee ○ Administrative team member
Typical meeting location	○ **Mentor's office** ◉ **Mentee's office** ○ **TBD for each meeting**	**add note**	○ Mentor's office ○ Mentee's office ○ TBD for each meeting
Typical format of the meetings	◉ **In person** ○ **Virtual**	**add note**	○ In person ○ Virtual

1:1 Meeting Survey



ME	○ Yearly	note4 (austine) 9-24-2020 15:49	○ Yearly
	Person typically responsible for scheduling mentor panel meetings	○ Mentor ○ Mentee ◉ Other administrative team member	note (austine) 9-24-2020 15:54 note 2 (austine) 9-24-2020 15:54	○ Mentor ○ Mentee ○ Other administrative team member
	Person responsible for creating the mentor panel meeting agenda	◉ Mentor ○ Mentee ○ Created together	add note	○ Mentor ○ Mentee ○ Created together
	We discussed the role of the mentor panel and/or the specific roles of certain members of the panel.	○ Yes; if yes, please briefly list ○ No	add note	○ Yes; if yes, please briefly list ○ No

	QUESTION	MENTOR RESPONSES	LATEST NOTE (CLICK FOR FULL CONVERSATION)	MENTEE RESPONSES
NEXT	When should this agreement be re-visited?	○ 6 months ◉ 12 months ○ 18 months	add note	○ 6 months ○ 12 months ○ 18 months

save, view & sign final agreement

Agreement

Flight Tracker for Scholars

Front Page

Click here to print or save as PDF

Mentorship Agreement between Meredith Campbell and Eric D. Austin 09-24-2020

Meredith Campbell (mentee) and Eric D. Austin (mentor) do hereby enter into a formal mentoring agreement. The elements of the document below provide evidence that a formal discussion has been conducted by the Mentor and Mentee together, touching on multiple topics that relate to the foundations of a successful training relationship for both parties. Below are key elements which we discussed at the start of our Mentee-Mentor Relationship. These elements, and others, also provide opportunities for further and/or new discussions together at future time points (e.g., 6, 12, and 18 months from now, as well as on an as needed basis).

We will revisit this agreement on-or-around 9-24-2021.

hide all chatter

Mentee-Mentor 1:1 Meetings

1. Frequency: **Every two weeks**
   - note (campbm3) 9-24-2020 13:24
   - note 2 (campbm3) 9-24-2020 13:24
   - note 3 (campbm3) 9-24-2020 13:31
   - note 4 (campbm3) 9-24-2020 13:31
2. Duration: **60 minutes**
   - note (campbm3) 9-24-2020 13:30
   - note 2 (campbm3) 9-24-2020 13:30

Agreement

hide all chatter

Mentee-Mentor 1:1 Meetings

1. Frequency: **Every two weeks**
   - note (campbm3) 9-24-2020 13:24
   - note 2 (campbm3) 9-24-2020 13:24
   - note 3 (campbm3) 9-24-2020 13:31
   - note 4 (campbm3) 9-24-2020 13:31
2. Duration: **60 minutes**
   - note (campbm3) 9-24-2020 13:30
   - note 2 (campbm3) 9-24-2020 13:30
   - note 3 (campbm3) 9-24-2020 13:30
3. Scheduling responsibility: **Mentor**
4. Typical meeting location: **Mentee's office**
5. Typical format of the meetings: **In person**
6. How far in advance should agenda items be submitted?: **1 day**
   - test (campbm3) 9-24-2020 15:43

Lab Meetings

No Information Specified.

Communication

No Information Specified.

Financial Support

No Information Specified.

Research

Agreement

1. When should this agreement be re-visited?: **12 months**

Signatures

1. Mentee signature:

10-05-2020

Save Reset

2. Mentor signature:

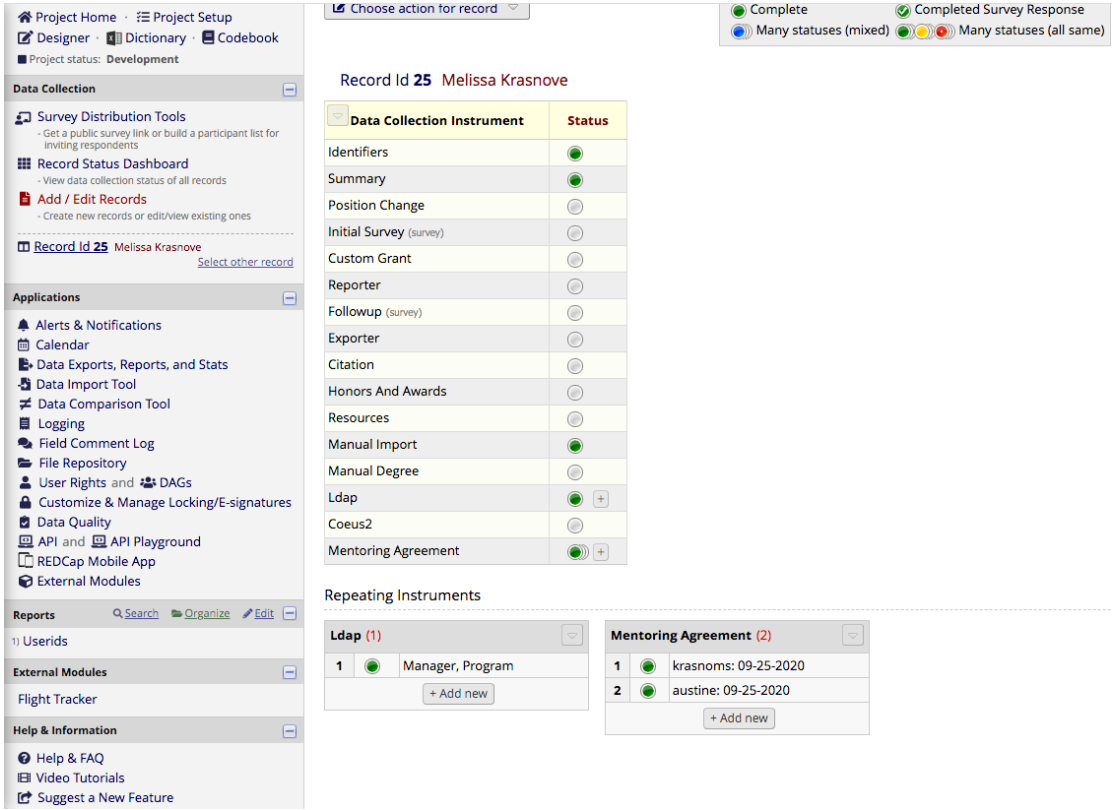
10-05-2020

Save Reset

Mentee-Mentor in REDCap

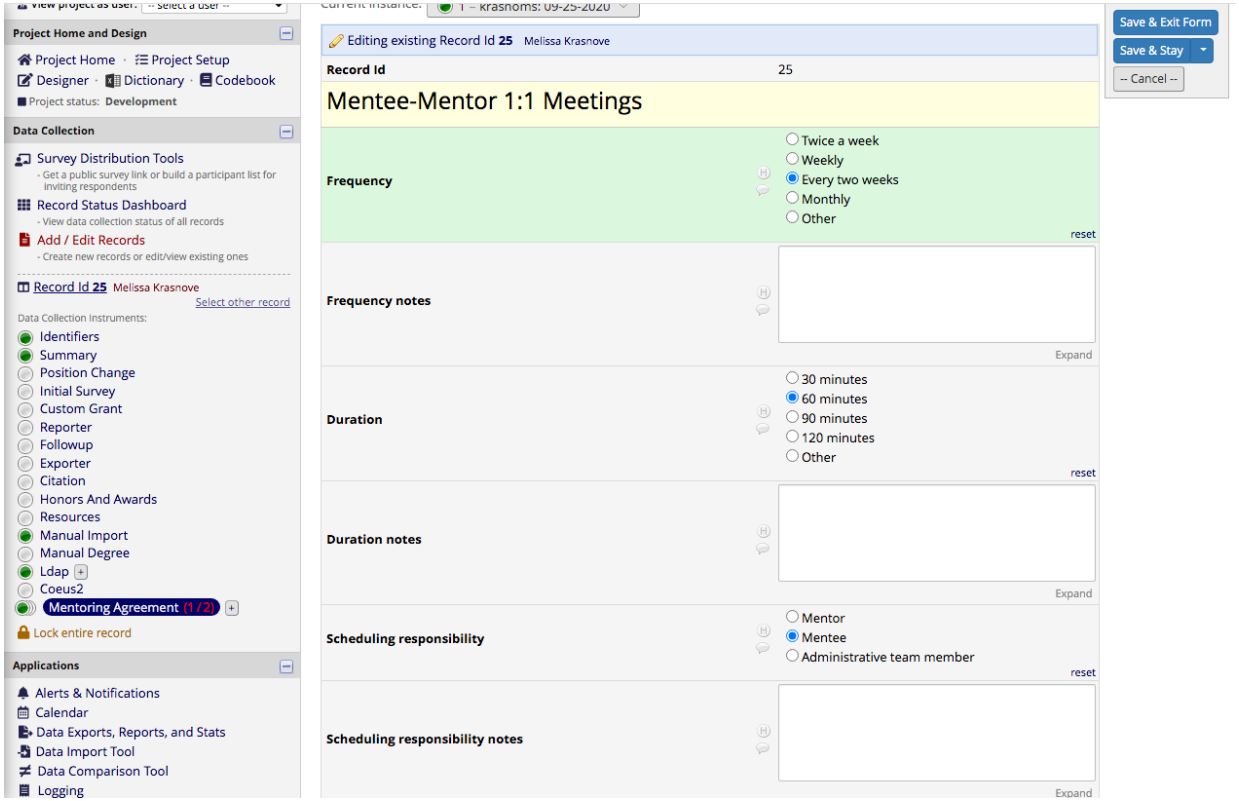
- Must log into REDCap to fill out mentee-mentor agreements
- Mentees and mentors do not need access to the Flight Tracker project
- All answers are saved as a part of a repeating form
- Both mentor and mentee responses are saved on the mentee's record
- Signatures are saved as files
- All agreements are dated and saved with the User ID
- All agreement revisitations will be added to the mentee record

Mentee-Mentor in REDCap

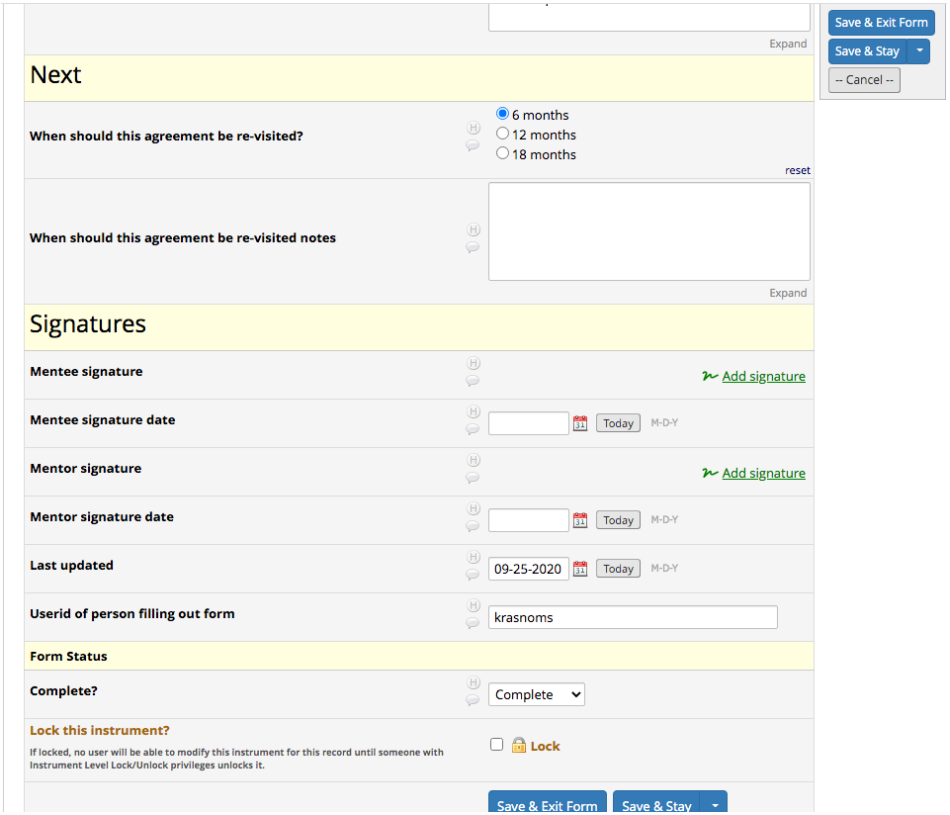


Mentee-Mentor in REDCap

FLIGHT TRACKER for scholars



Mentee-Mentor in REDCap



Feedback?

FLIGHT TRACKER for scholars

- A PDF of current questions is posted in the Zoom Chat
- You can add custom questions for your project
- Words for teaching modules are not yet finalized
- Will allow customized links to be added to the Additional Resources

Mentee-Mentor Agreements: Next Steps

- Feedback from Vanderbilt administration
- Final adjustments & testing
- Test version 1.0 with MSCI group at Vanderbilt
- Work on “version 1.1” edits
- Debut to Consortium

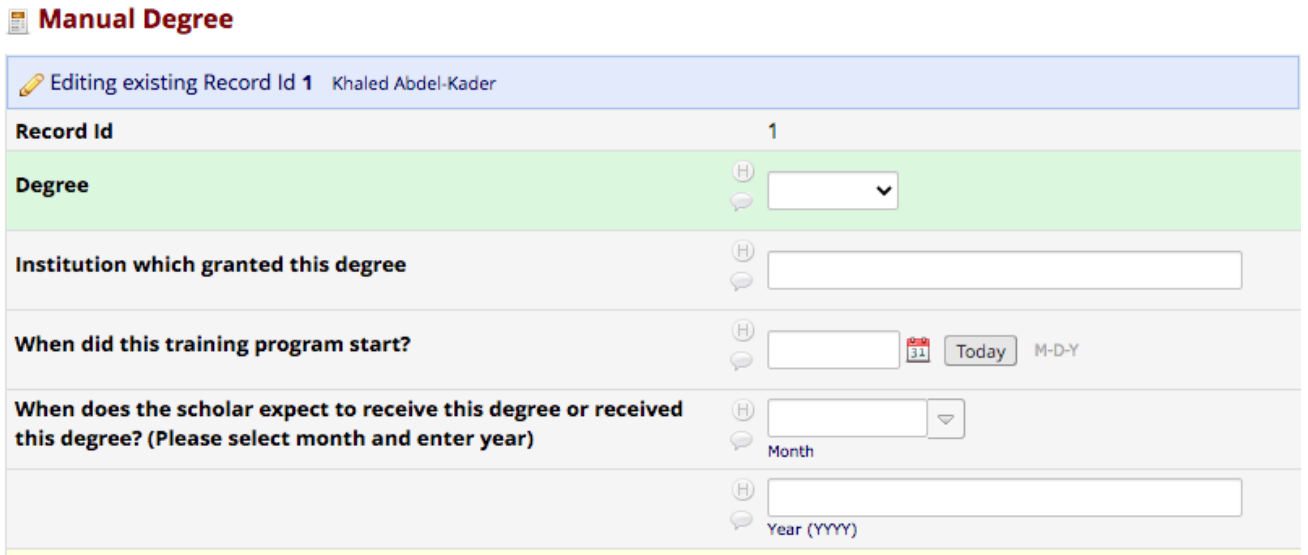
What's New & Coming Soon?

FLIGHT TRACKER for scholars

- What's New?
  - K2R Calculator – trace over a timespan
  - Grants Dashboard – rolling conversion rates
  - Manual Degree form (more…)
- What's Coming Soon?
  - New form to provide initial information about a scholar
  - Re-worded questions: Disadvantaged status, gender, transgender, and sexual orientation (more…)
  - Email management system (in testing)

Manual Degree Form

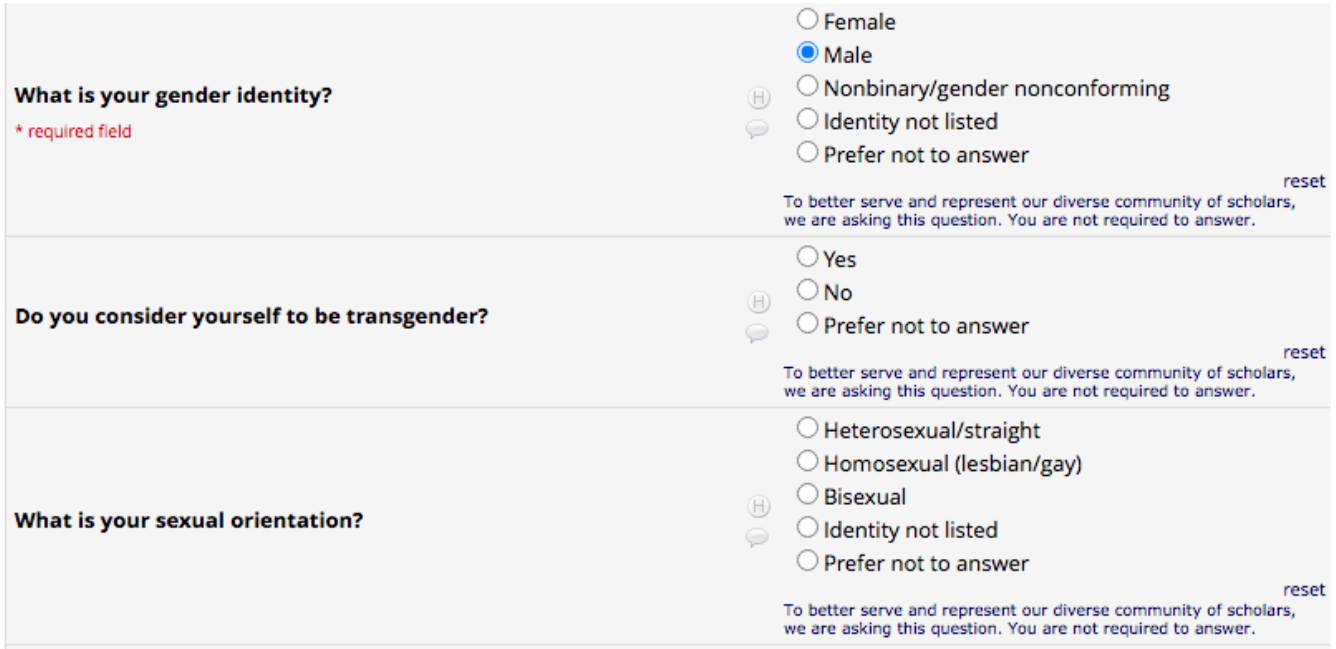
- For manual entry (i.e., from admins)
- Automatically picked up by Flight Tracker computing algorithm



Re-Worded Questions

FLIGHT TRACKER for scholars

- Disadvantaged status
- Gender, transgender, and sexual orientation – soliciting feedback



What is your gender identity?

* required field

- ○ Female
- ◉ Male
- ○ Nonbinary/gender nonconforming
- ○ Identity not listed
- ○ Prefer not to answer

reset

To better serve and represent our diverse community of scholars, we are asking this question. You are not required to answer.

Do you consider yourself to be transgender?

- ○ Yes
- ○ No
- ○ Prefer not to answer

reset

To better serve and represent our diverse community of scholars, we are asking this question. You are not required to answer.

What is your sexual orientation?

- ○ Heterosexual/straight
- ○ Homosexual (lesbian/gay)
- ○ Bisexual
- ○ Identity not listed
- ○ Prefer not to answer

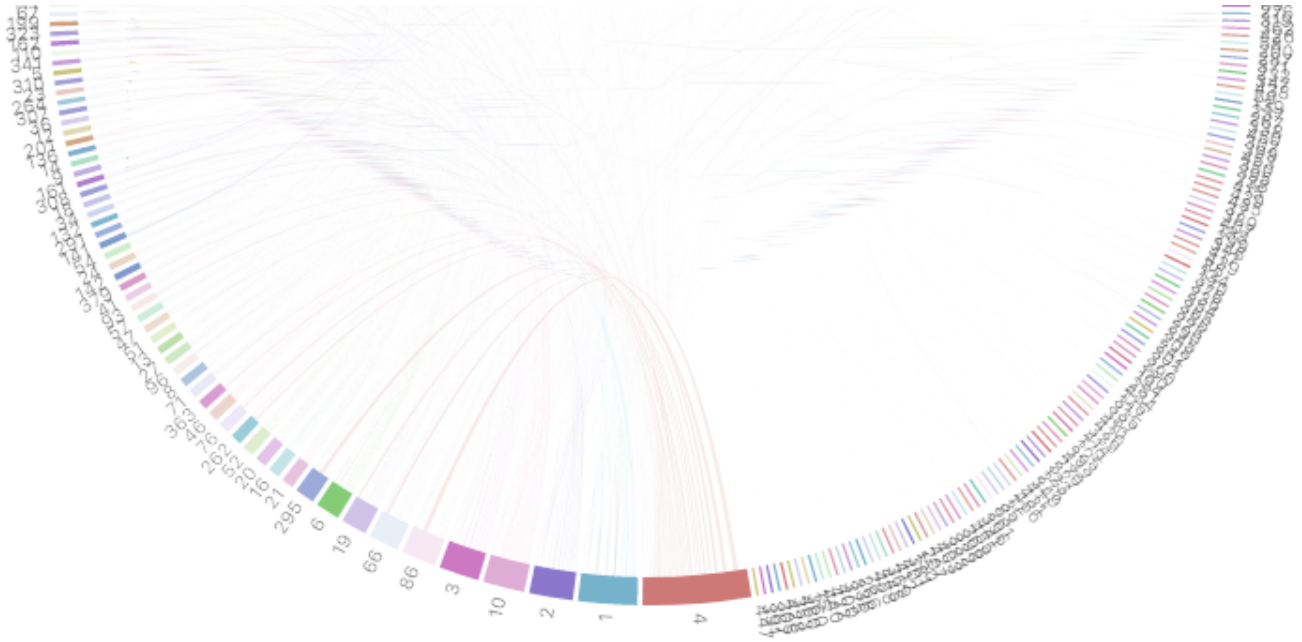
reset

To better serve and represent our diverse community of scholars, we are asking this question. You are not required to answer.

What's Next?

FLIGHT TRACKER for scholars

- NIH Reporting Tables – try to hook up to xTRACT
- Social Network Analysis of publishing collaborations



Next Month's Agenda

FLIGHT TRACKER for scholars

Visualizing and Simplifying Your Data
Also, How to Email Your Scholars

Office Hours with Rebecca & Scott

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