University Council

Institutional Advancement Committee Annual Report
September 1, 2019 – August 31, 2020

Goals:
(Submitted to UC in October 2019)

Goal/Metric	Accomplished	In Progress	Not Accomplished
Study the guidelines and processes of keeping UA alumni contact information current and complete.	X		
Study the procedures of how UA alumni are contacted by the university.	X		
Review peer institutions' best practices for maintaining alumni contact information.	X		

What were your top two successes?

1. Tremendous participation from student representatives—they attended meetings, actively participated in discussions, and overall contributed positively to the committee's work.

2. Helpful recommendations presented to the Associate VP for Alumni Affairs on ways to refine the functionality of alumni databases and improve communication between UA alumni, UA Alumni Affairs, and academic departments.

What were your top two challenges?

1. VP Communication/Attendance: the committee needs guidance from the VP on how best to support UA Advancement. It is recommended that UC Executive Committee work with VPs to encourage participation/attendance at committee meetings to provide clear guidance on the needs of their areas so that UC Committees can contribute more effectively.

2. Committee Records: current committee minutes were not always available for subsequent meetings. It is recommended that the UC Executive Committee hold an annual, formal orientation for UC committee officers to stress the importance of keeping committee records current and available to members well in advance of future meetings.

Please list the dates of your meetings:

September 6, 2019, October 3 & 4, 2019 (Scholarship Toolkit Launch Event), October 24, 2019, November 1, 2019, December 6, 2019, January 17, 2020, March 6, 2020, April 3, 2020, May 1, 2020, June 5, 2020, August 7, 2020