Institutional Advancement Committee

MINUTES   NOVEMBER 2, 2018   10:00 A.M.   INFOCISION STADIUM

MEETING CALLED BY	Julia Spiker, Chair
TYPE OF MEETING	Monthly Meeting
PRESIDER	Julia Spiker, Chair
NOTE TAKER	Barb Pizzute, Secretary
	Members: Barb Pizzute, Ali Dhinojwala, Julia Spiker, Abbey Shiban, Robert Gandee, Michele Novachek

Agenda topics:

10:00 – 10:05	CALL TO ORDER	JULIA SPIKER

DISCUSSION	1. The chair called the meeting to order. She asked for additions to the agenda. The agenda was approved as distributed by unanimous consent. 2. Approval of minutes from 10/05/2018 was sought, there was one adjustment to the minutes to add the note being - a discussion took place regarding a possible December planning meeting for a Spring roll-out of the Brightspace, which was noted on the minutes approved by Bob Gandee, second by Michele Novachek. Minutes were approved unanimously.

	UNFINISHED BUSINESS	JULIA SPIKER

DISCUSSION	The group spent the time during the meeting reviewing each goal that was drafted during the past committee meeting. The order the of the original goals were re-racked as follows: Original Goal #1 of creating a toolkit of best practices for those in colleges/departments was revised and moved to Goal #3 – with the wording changed to review and finalize UA Scholarship toolkit. How this goal is to be measured also was changed to adding a discussion forum within the UA Scholarship toolkit (in Brightspace) to provide feedback… Goal #2 remained. Original Goal #3 of educating colleges of existence of the UA Development Scholarship webpage was revised and moved to Goal #4. The measurement was changed to include a possible new software program will help in the overall scholarship process. Original Goal #4 of improving marketing to students the awareness of scholarships that exits was revised and moved to Goal #1. A development of Institutional Marketing Scholarship Campaign was added to the measurement of the goal. The committee will be sent the goals after the meeting in final format for a vote to submit to UC Council. Please see below final goals.

Type Standing Committee Name Here
Goals for the UC year ending August 31, 2019

Goal	Priority Number	How Will Goal Be Measured?
Improve the marketing of scholarships. Improve the ways students are made aware of scholarships, focusing on scholarships with specific requirements that may go unawarded.	1	Development of an Institutional Marketing Scholarship Campaign. Measure the number of web hits, the numbe applications, and/or the number of scholarships awarde The number of unawarded scholarships should decrease year by year.
Increase the standardization of processes and messaging regarding scholarships among colleges.	2	College/department committees and/or staff will be abl incorporate information from the UA Scholarship Toolkit into their scholarship processes. For example, sample scholarship applications, sample student thank you lette may prove useful. Use of the material may be used in the training of new employees involved in these processes.
Review and finalize a UA Scholarship Toolkit of best practices for those in colleges/departments who process scholarship applications and awards. Facilitate communication between these employees for additional support.	3	Creation of the UA Scholarship Toolkit—an active Brightspace group where these resources can reside and issues can be discussed and resolved. Discussion Forum within the UA Scholarship Toolkit (in Brightspace) to provide feedback on the efficiency and the usefulness of this resource.
Educate each college of the existence of the UA Development Scholarship webpage. Improve access of the UA Development Scholarship page for students to be able to research available scholarships.	4	Possible new software program will help in the ove scholarship process. Currently looking at other compar Have quarterly training sessions to be able to meas college participation.