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Per UC Bylaws (3359-10-01.1, Section I (1 e): Standing committees report monthly to the full university council in writing made available electronically. As of February 2021, this form serves to fulfill committee monthly reporting obligations, combining the reporting of minutes and summary of activities.

Monthly minutes can be submitted either in long form or bullets. Include the following at a minimum: date and time of meeting, purpose and focus of meeting, decisions made, action items, and other business. More information and detail can be provided and is welcome for our records, but we recognize that time and other constraints are a reality and not possible for every committee every month.

If you have suggestions for improvements to the monthly reporting form or other UC processes from a committee perspective, provide them in question #9.



## 1. Please select your UC Committee \*

- Awards Special Committee
- Budget and Finance
- Communication
- Information Technology
- Institutional Advancement
- Physical Environment
- Recreation and Wellness
- Student Engagement and Success
- Talent Development and Human Resources
- ad hoc Human Development

2. Did the Committee meet this month? If you met, select Yes and complete the rest of the survey. Provide minutes in question 7. You do not need to upload documents unless they are supporting materials for this month's meeting.