April 18, 2011

TO:  Vice Provosts Lee Aggison, Doug Cooper, Brinley Franklin
     Vice Presidents Lee Melvin, John Saddlemyre, Suman Singha

FROM: Peter J. Nicholls, Provost

SUBJ: Annual Report for 2010-2011

The Office of the Provost requests that you provide annual reports on the activities of each of your units. The data from annual reports will become an integral part of our efforts to advance academic quality. Annual reports for 2010-2011 are to be done in two formats:

1. A complete report for the Office of the Provost.
2. A summary version of no more than two single-spaced pages for the Office of Institutional Research. Information from these summary reports is used in preparing the University’s Annual Report to the Governor and other University summaries.

We ask that you submit your reports electronically to Christine Dittrich in the Office of Institutional Research (christine.dittrich@uconn.edu) by June 24, 2011.

A complete report should include major activities, program highlights, trends, staffing changes, curricular developments, public service activities and publications, lists of faculty and staff members, as well as corporate and foundation affiliates. The summary report should emphasize special events and major developments.