

University Planning Council

Kean University

Minutes

Day	Wednesday
Date	December 10, 2014
Time	12 pm
Room	Kean Hall Estabrook Room

- I. General Business
 - Dr. Bousquet started the meeting by announcing that the next meeting will be held on January 7th, 2015. President Farahi will be in attendance and will discuss with us/provide feedback on the closing the loop report that was generated from the November 12 meeting.
- II. Closing the Loop – Post Mortem
 - Dr. Bousquet wanted to discuss with the committee the November 12 meeting and closing the loop activity.
 - Some of the issues that were talked about amongst the group include:
 - i. There was some concern about the reports from the VP's being more equivalent in nature. That is, the division reports should contain the same level of detail and the recommendations should be of a similar nature. There were some concerns that the reports from some VPs were lacking the level of detail in regards to the recommendations. Some recommendations had enough information while others were lacking.
 - ii. The issue of whether or not the UPC should evaluate non-faculty staffing positions was raised. Since we do not consider faculty positions in the closing of the loop exercise, should we be consistent for non-faculty positions?

- iii. The lack of deliberation on the recommendations was also noted. Because representatives from each of the colleges were not present it was decided not to deliberate on any of the recommendations. While this was done with regards to fairness, it was discussed that in the future deliberations are important and help to provide context for the review. All effort should be made in the future to ensure that representatives are present moving forward. At present, all colleges are represented by faculty senate appointment but NJCSTEM and the Robert Bush School of Design are not. The UPC should consider whether the faculty senate appointments be increased moving forward to ensure equity of representation.
- iv. The UPC General Meeting attendance policy was also discussed as a factor to help ensure more rigorous and equitable representative attendance at future meetings. Several members stated that having the attendance policy enacted and put into place was a good first step to address the representation issue.
- v. These points (II.i through iv) should be reviewed by the UPC standing committee on assessment. The General UPC body will look forward to recommendations from the standing committee for guidelines for preparation and completion of the annual process of closing the loop.
- vi. Timing was also raised as a concern and that flexibility in regards to when reports are due should be considered moving forward.

III. Discussion on Score Card

- Dr. Joseph Cronin introduced the committee to the draft document. The draft was originally conceived to be a score card of the strategic plan. However, it will be changed moving forward to be a score card of general institutional effectiveness. The committee had several comments/suggestions which have been highlighted below:
 - i. Card should play up strengths and things that make Kean unique in comparison to other institutions
 - ii. Key performance indicators (KPI) need to tell story of Kean University
 - iii. Scorecard should focus on the following potential features:

1. Should be both qualitative and quantitative in nature. KPIs can potentially evolve from a qualitative to quantitative basis with time.
2. The diversity of students
3. Student recruitment from special admissions groups
4. Alumni Activities – highlight what some of our alums have been doing
5. Global reach of institution – Wenzhou campus and
6. Types and numbers of scholarships that have been administered over the past couple of years
7. Focus on the opportunities for students that are available. Highlight intern/externship opportunities.
8. Affordability should be discussed and mentioned
Mention expenditures per student
9. When reporting on the budget, focus on net revenue
10. Mention student employment opportunities
11. Score card should highlight how student skill sets in different disciplines are developed.

IV. Attendance

- Meeting was adjourned at 1:35. Next meeting will be on Wednesday, January 7 at 1:00 PM in KH 127.

		<u>Name</u>	<u>Initial</u>
Chair	College of Humanities and Social Sciences	Suzanne Bousquet	x
Vice Chair	Office of Research and Sponsored Programs	Joseph Cronin	x
	Economics	Charles Anderson	
	College of Visual and Performing Arts	George Arasimowicz	x
	History	Christopher Bellitto	
KFT Pres	Chem. & Physics	James Castiglione	

<i>Ex officio</i>	Office of Accreditation and Assessment	Wenjun Chi	
Vice President	Operations	Philip Connelly	
<i>Ex officio</i>	Office of Accreditation and Assessment	Susan DeMatteo	x
	Undergraduate Student	Nigel Donald	x
	College of Business and Public Management	James Drylie	
	Campus Planning & Facilities	Phyllis Duke	x
	Campus Planning & Facilities	Tracie Feldman	x
	History; Liberty Hall	Terry Golway	
	Institutional Advancement	Tonya Hall	x
KUAFF Pres	Phys. Ed, Rec. & Health	Kathleen Henderson	x
	Associate V.P. Academic Affairs	Sophia Howlett	
	Elementary & Bilingual Education	Patrick Ippolito	x
Senate Chair	NJ Center for Science, Technology & Math	David Joiner	x

	Media and Publications	Audrey Kelly	x
<i>Ex Officio</i>	Office of Accreditation and Assessment	Ian Klein	x
	Acting Associate V.P. Kean Ocean	Steve Kubow	x
	University Center	Kerrin Lyles	
	Information Technology	Joseph Marinello	
	Counselor Education	Barry Mascari	x
	University Relations	Marsha McCarthy	
	College of Natural, Applied, and Health Sciences/ Comp Sci	Patricia Morreale	x
Vice President	Student Affairs	Janice Murray- Laury	x
	Facilities & Maintenance	Steven Pinto	
IFPTE Pres.	Facilities & Maintenance	Andrew Rettberg	
<i>Ex Officio</i>	Institutional Research	Shiji Shen	

	Campus Police	Adam Shubsda	
Vice President	Academic Affairs	Jeff Toney	
	Phys. Ed, Rec. & Health	John Valentine	x
	Office of the President	Felice Vazquez	
	Center for Online Learning and Professional Development	Corey Vigdor	
Vice President	Institutional Advancement	Carla Willis	x