

University Planning Council

Kean University

Minutes

Day	Wednesday
Date	December 2, 2015
Time	1 pm
Room	Green Lane Building Sixth Floor Conference Room

- I. General Business
 - Meeting called to order at 1:10 with 16 UPC members present; other members at MSCHE meeting

- II. Standing Committees of UPC
 - Membership lists need updating since we have many new members to the UPC.
 - Strategic Plan Standing Committee: this standing committee could serve as the clearing house to determine what goals and objectives have been met.
 - Standing Committee for the Annual Review of Assessment Results: tasks previously taken on by the Office of Accreditation and Assessment (OAA). The work of this standing committee occurs immediately before the UPC Closing of the Loop meeting. Perhaps this standing committee could identify additional tasks.
 - Annual Score Card Standing Committee: this standing committee has developed a model, however a Federal Scorecard is available online and should be considered.
 - The list for members to sign up for committees was circulated.

- Question was posed about the staff in OAA. With two resignations, the staff has been reduced to one full time staff member. Are there plans for hiring additional staff? The UPC will inquire about plans to hire additional staff.

III. Professional Development Days

- The UPC is slated to present at Professional Development Days to provide our insights into the annual assessment reporting and closing the loop. The session is entitled, “University Planning Council Perspective on Annual Assessment Reports and Resource Requests. At the session we would provide examples of how to coordinate assessment data with requests. Every reporting unit needs to consider what kind of data needs to be collected to support new requests. Discussion ensued about getting better data to support requests to make them more powerful. At the session, we can also be clear that requesting faculty lines is an entirely different process and the supporting data is very different and not part of our role in closing the loop. Discussion ensued about including faculty line requests in the UPC process so that all resource requests follow the same procedure. It was pointed out that faculty hiring goals are tied to the Strategic Plan.
- It is clear that the entire campus community would benefit in understanding how the closing the loop process is done at Kean. Sharing the process and the actual reports and data will benefit the campus community. It will be important that information relevant to both sides of the house – academic and non-academic – should be shared.
- Chair will put out email request for volunteers for the panel participation.

IV. Wenzhou Kean University Strategic Plan

- Plan was distributed electronically prior to today’s meeting; chair asked if everyone had a chance to read.
- Joe Cronin, previous vice-chair of the UPC, provided leadership in the development of the plan, which is unique to Wenzhou and to Chinese universities.

- Discussion about the plan raised some concerns about lack of specificity in timelines and lack of staff in student development areas. Other concerns included the current commute for WKU faculty to the WKU, and the three roundtrip shuttle buses to serve faculty commuting there.
- It was noted that WKU has more student organizations than the Kean Union campus.
- Kean USA needs to cultivate stronger relationships with WKU, with interest in sharing faculty.
- All were reminded that while WKU is still a work in progress, much has been accomplished.

V. Wrap up

- Meeting was adjourned at 2:15 PM; next meeting January 6 (but that will conflict with Professional Development Days schedule) and February 3. Alternate meeting day/time for January to be determined.

VI. Attendance

<u>Division/Office</u>		<u>Name</u>	<u>Initial</u>
Chair	College of Humanities and Social Sciences	Suzanne Bousquet	x
	Enrollment Management	Chad Austein	
Faculty Senate CHSS	Department of History/CHSS	Christopher Bellitto	x
KFT Pres	Chem. & Physics	James Castiglione	x
VP Operations	VP Operations	Philip Connelly	x
<i>Ex Officio</i>	Office of Accreditation and Assessment	Susan DeMatteo	

Faculty Senate CBPM	Department of Criminal Justice	James Drylie	
Facilities & Campus Planning	Campus Planning & Facilities	Phyllis Duke	x
University Senate CVPA	Theatre	Rachel Evans	x
Facilities & Campus Planning	Campus Planning & Facilities	Tracie Feldman	x
VP Institutional Advancement	Kean University Foundation	Tonya Hall	x
President appt	Associate VP Academic Affairs Wenzhou Kean	Holger Henke	
President appt	Academic Affairs	Sophia Howlett	
President appt	Elementary & Bilingual Education	Patrick Ippolito	
Senate Chair	NJ Center for STEM	David Joiner	x
KUAFF Pres	Fine Arts	Lillian Kartischko	
VP University Relations	VP University Relations	Susan Kayne	x
Board of Trustees Liaison	Office of the President	Audrey Kelly	x
President appt	Acting Associate VP, Kean Ocean	Steve Kubow	
Faculty Senate COE	College of Education	Barbara Lee	x
VP Student Affairs	University Center	Kerrin Lyles	x

VP Operations	Information Technology	Joseph Marinello	
Faculty Senate: NWGC	Counselor Education	Barry Mascari	x
VP University Relations	Undergraduate Admissions	Marsha McCarthy	x
University Senate Michael Graves College	Michael Graves College	David Mohney	x
Faculty Senate: NAHS	Computer Science	Patricia Morreale	x
VP Student Affairs	VP Student Affairs	Janice Murray-Laury	x
CWA	Facilities & Maintenance	Steven Pinto	
IFPTE Pres.	Facilities & Maintenance	Andrew Rettberg	
President apt.	Liberty Hall	Bill Schroh	
<i>Ex Officio</i>	Institutional Research	Shiji Shen	x
VP Academic Affairs	Academic Affairs	Jeff Toney	
President appt	Special Council, Office of the President	Felice Vazquez	
VP Academic Affairs	Director, Kean Online	Corey Vigdor	

VP Institutional Advancement	VP Institutional Advancement	Carla Willis	x
PBA	Campus Police	Ana Zsak	
Undergraduate Student		Asa Dugger Nigel Donald	