

University Planning Council

Kean University

Minutes

Day	Wednesday
Date	December 4, 2013
Time	1pm
Room	Kean Hall 127

- I. Announcements by Dr. Bousquet
 - Will send November minutes for review
 - No minutes taken at the special meeting of recommendations to the President
 - UPC to post documents considered (summary, prioritized recommendations and prioritized recommendations with bar graphs) as attachments

- II. Standing Committee Reports
 - Joseph Cronin- Scorecard committee
 - Identifying sources of data and gathering them
 - Will have draft of data soon
 - Will meet next week to discuss next steps
 - Draft of score card in early 2014 to coincide with next academic semester
 - As noted in last report, we would like to put forward one or two committees' work for review
 - Please target by January 25 for data collection to include in Monitoring Report
 - Dr. Howlett to provide a time line to include review and approval by UPC
 - Ian Klein-Committee Coordinating Annual Review of Assessment Results
 - Reaffirmed timelines from previous UPC meeting
 - Will meet again to discuss items to be included in budgeting process
 - Quality First Initiative to be reenergized contingent on Board's approval of Strategic Plan
 - In January 2014 we assume the Strategic Plan will be approved
 - President plans \$100K to work with as QFI
 - Is this in Strategic Plan Committee? Within any other standing committee many make sense (not Score Card)

- For newer members, we will put out call for proposals- prior to that would be UPC discussion regarding which goal or goals would be focus of QFI
- President visits meeting in September and focuses on certain Strategic Plan goals
- Electronic submission process
- Reviewed in January previously, but now need a new time line
- Dr. Bousquet's opinion: several resource allocation recommendations considered in special meeting would have been appropriate for QFI
- Example- travel to consortium, new budget for wind band, ex.
- See website for more information about QFI and previously funded proposals
- When we close the loop we should separate into two: for budget, smaller projects can be QFI
- Next cycle (not now) if we have these two opportunities and divisions can prioritize recommendations under the two categories
- QFI have been highly creative projects that don't have grounding in data from assessment or program review- instead they are ideas that a unit or academic program wants to try
- We don't have the data from the Score Card or the projects that the President and the Board would like to implement yet
- When is QFI money available? Next year? Spring semester?
- QFI cycle is call for proposals in December, meet, prioritize, make recommendations to the President, then money was available
- Can we look at proposals that are not being funded then can we direct to QFI
- We need to develop a process and time line
- QFI proposals would often come together over winter break so colleagues can work together
- Problem was many proposals didn't belong in QFI
- At this point we are talking about a process for summer and fall to share with Middle States
- This would be something separate and unique from what we just engaged in

- Do we want to delegate this to a standing committee? Or do we want to establish a separate group for QFI review?
- We have brief reports regarding what was accomplished via previous QFI
- Dr. Bousquet would provide feedback to applicants regarding how to improve
- Was there an expectation to send a final report on QFI, so we would have information for those that reapply and also for data collection?
- Cost Center information in Academic Affairs
- We need to include documentation of compliance
- Dr. Bousquet to pull QFI information (proposal, time line) for review
- Support for separate group to outline parameters for QFI using previous procedures
- We need to identify strategic goals to focus on
- Feedback from UPC via Qualtrics to vote for goal
- At this point there is no score card to point us in a direction
- We can look at priorities as we suggested to the President
- Dr. Bousquet, Audrey Kelly, Pat Ippolito, Kate Roba, and Kate Henderson volunteered to work on QFI review

III. Board of Trustees receipt of Strategic Plan

- Presented by Audrey Kelly
- Committee meeting tomorrow for feedback
- Hope to finalize on Saturday
- Will be posted on the website
- It is important to manage our “story”
- Strategic Plan- as we accomplish some actions, then we can highlight those actions
- We can't measure ourselves at the beginning of a strategic plan because we are just beginning
- We can make adjustments as we move forward

IV. Summer Session date information requested

- Summer Session I
Tuesday, May 27- Monday, June 30, 2014
- Summer Session II
Tuesday, July 1- Tuesday, August 12, 2014

V. Closing Comments

- Reviewed Sub Committee membership
- Will send out minutes and documents from Special Meeting

VI. Attendance

		<u>Name</u>	<u>Initial</u>
Chair	College of Humanities and Social Sciences	Suzanne Bousquet	X
Vice Chair	Academic Affairs	Joy Moskovitz	X
	College of Visual and Performing Arts	George Arasimowicz	X
	Middle and Secondary Ed/ COE	Linda Cahir	
KFT Pres	Chem. & Physics	James Castiglione	X
	Graduate Part Time Student Council	Ana Claro	
Vice President	Operations	Philip Connelly	X
	ORSP	Joseph Cronin	X
	College of Business and Public Management	James Drylie	X
	Campus Planning & Facilities	Phyllis Duke	X
	Campus Planning & Facilities	Tracie Feldman	X
	Library	Kimberly Fraone	
	History; Liberty Hall	Terry Golway	X
KUAFF Pres	Phys. Ed, Rec. & Health	Kathleen Henderson	X
	Associate V.P. Academic Affairs	Sophia Howlett	X
Senate Chair	Elementary & Bi Lingual Education	Patrick Ippolito	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	X
	Information Technology	Joseph Marinello	
	Counselor Education	Barry Mascari	X
	College of Natural, Applied, and Health Sciences/ Comp Sci	Patricia Morreale	Joy Moskowitz
Vice President	Student Affairs	Janice Murray-Laury	X
	Facilities & Maintenance	Steven Pinto	
IFPTE Pres.	Facilities & Maintenance	Andrew Rettberg	
	University Relations	Katherine Roba	X
	Institutional Advancement	Diane Schwartz	X
<i>Ex Officio</i>	Institutional Research	Shiji Shen	X
	Campus Police	Adam Shubsda	
Vice President	Academic Affairs	Jeff Toney	Joy Moskowitz Sophia Howlett
	Undergraduate Student	TBA	
	Office of the President	Felice Vazquez	X
	Global MBA/NWGC	Veysel Yucetepe	X
	English/CHSS	Maria Zamora	X

Guest: Wenjun Chi, Office of Accreditation and Assessment

