

# University Planning Council

## Kean University

### Minutes

Day	Wednesday
Date	February 4 , 2015
Time	1 pm
Room	Kean Hall 127

- I. General Business
  - Minutes from January 7<sup>th</sup> meeting have been distributed and comments are requested.
  
- II. Subcommittee Update: Score Card
  - Score Card Committee update included the following:
    - i. New approach was outlined that moves away from original score card that was an assessment of the Strategic Plan.
    - ii. New approach is called a SOAR card, with SOAR being an acronym for Strengths, Objectives, Aspirations, and Results. Emphasis is on highlighting institutional achievements by spotlighting accomplishments and achievements. Not measuring specific goals or objectives but rather highlighting accomplishments to demonstrate university progress or innovation.
    - iii. It was confirmed for the committee by Dr. Howlett that intended audience for the SOAR card will be external (although it will have internal uses as well). Its purpose is to be a brief document that highlights selected key performance indicators.
    - iv. SOAR card should also mention accomplishments that are related back to our Mission statement in an attempt to address institutional values

- v. Format should be a document that gets updated on an annual basis. Elements of card get decided by subcommittee on an annual basis.

### III. Strategic Plan Subcommittee

- Committee has not formally met. It was discussed that the committee will convene to discuss the work ahead of them. Given workloads of the committee members, it was decided that additional members may need to be brought on board to help with the work. These would be individuals who could directly contribute to the process.
- OAA mentioned that CampusLabs software will be installed in their office to help with the strategic plan assessment.

### IV. Assessment Subcommittee

- Memorandums were developed to notify individuals if they were successful or not successful in receiving funding. These memos will be sent upon approval of the UPC
- Recommendation was made to provide workshops to the campus community that focus on making a successful resource allocation request. One was held as part of the previous professional development/assessment workshop series. It was suggested that this workshop be targeted for divisions to help them organize and plan their reports and request development.

### V. QFI Discussions

- Draft of QFI memo and application form was shared with committee.
- Feedback is requested and will be shared as a googledoc file form input and suggestions.
- Following suggestions were made at meeting:
  - i. Include language inviting all campuses
  - ii. More information about guidelines regarding staffing requirements should be including.
  - iii. Sample successful QFI's should be included for applicants to review.
  - iv. Memo should make note that there is \$100,000 in pool for allocation and that multiple awards are expected to be made

- v. Applicants should be told that awards can be more than one year in duration.

VI. Wrap up

- Meeting was adjourned at 2:30 PM

VII. Attendance

		<b><u>Name</u></b>	<b><u>Initial</u></b>
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	x
KFT Pres	Chem. & Physics	James Castiglione	
<i>Ex officio</i>	Office of Accreditation and Assessment	Wenjun Chi	x
Vice President	Operations	Philip Connelly	
<i>Ex officio</i>	Office of Accreditation and Assessment	Susan DeMatteo	
	Undergraduate Student	Nigel Donald	x
	College of Business and Public Management	James Drylie	x
	Campus Planning & Facilities	Phyllis Duke	
	Campus Planning & Facilities	Tracie Feldman	
	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	x
	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	Absent with Representative (Patti Martino)
	University Center	Kerrin Lyles	x
	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	x
	Campus Police	Adam Shubsda	
President	Student Org	Gerard Smithwick	x
Vice President	Academic Affairs	Jeff Toney	
	Phys. Ed, Rec. & Health	John Valentine	x
	Office of the President	Felice Vazquez	x
	Center for Online Learning and Professional Development	Corey Vigdor	x
Vice President	Institutional Advancement	Carla Willis	x