

# University Planning Council

## **Kean University**

### **Minutes**

Day	Friday
Date	February 7, 2014
Time	10 am
Room	UC 228

- I. Announcements by Dr. Bousquet
  - Minutes to be posted - no objections, approved
  
- II. Middle States Monitoring Report
  - Dr. Howlett reviewed documents as preparation for Middle States Report
  - document prepared by Dr. Ed Barboni was shared. More formalization of the document and alignment with Kean will be done. Comments welcome.
  - University Planning Council Annual Closing the Loop: Guidelines- distributed
  - Scorecard material compiled by Dr. Cronin and committee
  - Some indicators will also be used for assessment monitoring
  - Will be used for monitoring report and included on website
  - Professor Ippolito moves to approve- approved unanimously
  - Follow up Report for the closing the loop 2011-2012 Assessment Cycle approved to use moving forward
  - Question regarding listing the unit requesting
  - Requested comments on Dr. Barboni's document posted on line to Dr. Howlett
  - Scheduled two additional meetings for this month
  - Friday, February 21- scheduled special meeting 1-2:30 in UC 226 for final review of Monitoring Report material before going to the Board of Trustees
  - Goal is to have the material out in the community for feedback, then collect and include appropriate feedback as determined by UPC
  - Drs. Henderson and Castiglione will not be able to attend, requested document in advance for review
  - Document already scheduled to be posted on line prior to the meeting

- Open Senate meeting will also be scheduled that week- date TBA
- Qualtrics link will be set up to collect feedback
- Specific meetings planned for individual constituencies
- How are third party requests being handled, can we have a list of those parties submitting third party requests
- Middle States reads and then sends a request to Kean University to respond regarding specific information
- Qualtrics feedback is strongly encouraged- suggestion to include value of feedback last year
- Susan DeMatteo introduced as Acting Associate Director of OAA- will work on Academic Program Assessment

### III. Quality First Initiatives

- \$100,000 allocated for QFI
- Blast for proposals and time line, announcement on UPC website
- President would identify Strategic Plan goals for focus
- Since this is a new Strategic Plan, no scorecard data yet, perhaps first QFI go round should leave it open to any goal
- Notice in the documentation distributed – items in red are up for discussion
- Link to Strategic Plan document for reference
- Funding available for Fall or Summer 2014
- Same application as previously used, but can be updated, revised- feedback welcome
- Proposal guides people in their text (pages limited)- specific information requested
- Item 7 requests clear evaluation plan- an important component that needs to be made clear
- Please review and provide feedback
- Today- should we identify goals? Timeline?
- Decisions today would be brought to the President and then blast sent
- Recommend sustainable initiatives- clarification regarding personnel, etc.
- Also clarification that funding is for the year, may not continue, so project could be sustained or completed with start up money
- Priorities requested from President- all goals important, but what focus? Retention?
- Check with OCIS when including technology needs in proposal
- New cycle will allow opportunity to review scorecard to provide focus in the future

- Review with Executive Directors/Chairpersons to identify what can be addressed via budget
- Decisions made prior to September
- Be sure webpage update is complete to include all summaries from last year
- Follow up requested on last year's cost centers to see if there are any remaining funds
- Check email regarding Town Hall schedules, requests for feedback, etc.

#### IV. Attendance

		<b>Name</b>	<b>Initial</b>
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	
	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	X
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	
<i>Ex Officio</i>	Institutional Research	Shiji Shen	X
	Campus Police	Adam Shubsda	
Vice President	Academic Affairs	Jeff Toney	Joy Moskovitz Sophia Howlett
	Undergraduate Student	TBA	
	Office of the President	Felice Vazquez	X
	Global MBA/NWGC	Veysel Yucetepe	X
	English/CHSS	Maria Zamora	X

Guests: Wenjun Chi, Office of Accreditation and Assessment  
Susan DeMatteo, Office of Accreditation and Assessment