

University Planning Council

Kean University

Minutes

Day	Wednesday
Date	March 5, 2014
Time	1 pm
Room	Kean Hall 127

- I. Announcements by Dr. Bousquet
 - February 7 Minutes to be distributed
 - Thank you to Diane Schwartz for work on UPC and for her contributions to Kean University
 - Introducing Carla Willis, new VP of Institutional Advancement and President of Foundation
 - From The Ohio State University, University of Michigan
 - Transitioning with Diane Schwartz until March 14

- II. Middle States Monitoring Report
 - Visiting Team Sunday, April 13 – Tuesday, April 15
 - Will accommodate as best we can around Passover
 - Two Presidents (Kutztown, Millersville) and one former President (of SUNY Pottsdam)
 - Anticipating a request to meet with UPC on Monday, April 14
 - Dr. Howlett reminds all to reread the Strategic Plan
 - A brochure has been developed to review
 - Reread standards 7 and 6 in addition to standard 12 (not directly related to UPC)
 - UPC is central to assessment process at the University
 - May ask about assessment, standard 14 and regular assessment
 - Will review in the next month so everyone is comfortable
 - Will there be questions about third party comments?
 - Dr. Howlett will follow up on this question
 - A form was going to be sent as a follow up to expenditures – called the Impact Form as part of the appendices
 - This form will be distributed
 - Many processes are identified as being started now, others to begin in summer
 - We must continue with this work and move forward

- Standing Committees are important to continue methodical progress
- Dr. Joe Cronin reports an upcoming meeting with Dr. Howlett
- Any revisions of procedure will be discussed (none significant anticipated)
- Changes to Academic Program Review anticipated to be submitted to May Board Meeting
- Requesting not to have to present to Board each time the Program Review schedule is revised
- Firming up budgetary process and will meet with Mr. Connelly
- Many recommendations from Program Review documents revolve around future positions
- Three types of processes: Faculty line requests (attached to document, but not for UPC), requests for labs, etc, and third is QFI
- Part of picture, but not UPC vote
- Data collected can be used in multiple ways
- Do New Programs go through UPC? New Programs go through the Faculty Senate/UCC and the (State) AIC process
- Standing Committee for the Strategic Plan will monitor our progress via Score Card, actions and time lines, and accomplishments
- Senate can give a report on programs approved
- Revisit a communication flow chart
- Reminder for Strategic Plan committee – how will we monitor progress of strategic plan vs. scorecard?
- Suggestion for two groups to meet to avoid duplication of effort

III. Quality First Initiatives

- Call for proposals will be blasted before Spring Break/by Friday
- Electronic submission to dedicated email address
- Draft previously reviewed, Monday, April 21 is the new proposed deadline
- Funding available for Fall/Spring, alternate schedules would be permitted.
- Proposal page -- equipment needs/software/hardware to be reviewed by OCIS to suggest training needs and assist with quotes

- Dr. Henderson suggested Adjunct requests to be in the summer
- Graduate Students are also encouraged to apply
- Dean Beck will be contacted regarding Graduate Students
- In that case any undergraduate can apply
- Will clarify student participation in the notification language to encourage participation
- All campuses should be included (Ocean and China)
- Media and Publication is available to assist with marketing and media and branding
- Draft to be sent with Minutes this week for feedback

IV. Attendance

		<u>Name</u>	<u>Initial</u>
Chair	College of Humanities and Social Sciences	Suzanne Bousquet	X
Vice Chair	Academic Affairs	Joy Moskowitz	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	Phyllis Duke
	ORSP	Joseph Cronin	X
	College of Business and Public Management	James Drylie	Joy Moskowitz
	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	
<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
	College of Natural, Applied, and Health Sciences/ Comp Sci	Patricia Morreale	X
Vice President	Student Affairs	Janice Murray-Laury	
	Facilities & Maintenance	Steven Pinto	
IFPTE Pres.	Facilities & Maintenance	Andrew Rettberg	
	University Relations	Katherine Roba	
	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 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

Carla Willis, Incoming VP of Institutional Advancement
and President of the Foundation