

University Planning Council

Kean University

Minutes

Day	Wednesday
Date	November 6, 2013
Time	1pm
Room	UC 228

- I. Announcements by Dr. Bousquet
 - Mourning the loss of Adriana Brennan
 - Recommendation to gather a collection from UPC
 - Email to follow from Dr. Bousquet

- II. Closing the Loop Plans
 - Dr. Sophia Howlett now Associate VP of Learning Support and Director of OAA
 - Working with Dr. Bousquet and created timetable
 - Deadline for VP groups is November 11
 - Reports will be prepared for UPC
 - Reports available for UPC review Nov 13 via on line post
 - Meeting of UPC on Nov 20 at 1 p.m. to review material to close the loop
 - Dr. Bousquet to write Executive Summary for President
 - Then to BOT for December 7 meeting
 - Last time we closed the loop we presented to the president and then he shared with Board via committee
 - Dr. Bousquet can give brief presentation to the Board if requested by the President
 - Information will be available to make budget decisions
 - UPC recommendations will be part of next year's budget decisions
 - Timelines to become part of the document to Middle States

- III. Standing Committee Reports
 - Scorecard presented by Dr. Cronin
 - Dr. Shen provided valuable feedback

- Information distributed from committee
- Red light/green light system to indicate if progress was met
- Data would be included with red/green light system
- Update on an annual basis
- Still determining who would fill out the scorecard and where the information would come from
- Scorecard to follow strategic plan
- Ian Klein is convener for assessment committee
- Report sent to assessment committee
- Report from Ms. Chi
- Continue with creating summary report
- UPC to vote via the “clicker” technology
- Kerrin Lyles to assist with clicker technology
- Results to be emailed to UPC members
- OAA will work with VP summary reports
- Timeline has already been modified, no further changes anticipated
- General UPC membership will be prioritize resource allocation for recommendation to the President based upon annual assessment review process
- Strategic Plan committee is currently defined to identify strategic priorities
- Suggestion that last year worked well, to follow same procedure
- Timetable indicates that the entire UPC reviews for priorities
- Review of Strategic Plan committee to look at goals, objectives, etc. that are not included in scorecard and annually update
- Scorecard to include review of the priority list and outcomes
- Suggestion to score card last year’s priorities
- Scorecard and strategic accomplishments are separate
- Strategic plan committee would forward their findings to scorecard committee
- Some items would be renewed each year and will be included in VP reports
- Scorecard is a quick review of how we’ve done to inform budgeting for the following year
- Scorecard committee should set a benchmark so we can see our progress

- We established the Strategic Plan, but there are parts that we need to question if we should keep funding
- VP reports should speak to this
- VP reports have the opportunity to introduce an initiative that would require priority
- Be careful with indicators and then what you are benchmarking to
- Last 5 years may not be helpful to connect to vision 2020
- Strategic plan includes goals, but not are all measurable
- How much do we want to publicize? Not all data is meant to be published but rather meant to be taken as work tasks/ operating information
- Scorecard then must be a generic assessment tool
- Red in an area is important to note
- Last five years the numbers may not be comparative
- It should be more of an organizational scheme
- Scorecard would indicate if there was a problem to direct us back to the Strategic Plan
- Strategic goals have some measures
- Scorecard is additional data to feed into the review of reports by VPs
- A different scorecard should be developed for 2021
- IPEDs information available
- 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. Closing announcements by Dr. Bousquet

- Meeting again on November 20

V. 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
<i>Ex Officio</i>	Office of Accreditation and Assessment	Ian Klein	Wenjun Chi
	Academic Affairs	Katerina Andriotis-Baitinger	X
	Middle and Secondary Ed/ COE	Linda Cahir	
KFT Pres	Chem. & Physics	James Castiglione	
Vice President	Operations	Philip Connelly	X
	ORSP	Joseph Cronin	X
	College of Business and Public Management	James Drylie	X
	Campus Planning & Facilities	Phyllis Duke	
	Campus Planning & Facilities	Tracie Feldman	X
	Library	Kimberly Fraone	
	History; Liberty Hall	Terry Golway	
KUAFF Pres	Phys. Ed, Rec. & Health	Kathleen Henderson	X
	Academic Affairs	Sophia Howlett	X
Senate Chair	Elementary & Bi Lingual Education	Patrick Ippolito	X

	Media and Publications	Audrey Kelly	
	Center for Academic Success	Steve Kubow	Joy Moskovitz
	University Center	Kerrin Lyles	X
	Graduate Part time Student Council	Ana Claro	
	Information Technology	Joseph Marinello	X
	Counselor Education	Barry Mascari	X

	College of Natural, Applied, and Health Sciences	Patricia Morreale	X
	VP Student Affairs	Janice Murray-Laury	X
	Facilities & Maintenance	Steven Pinto	
IFPTE Pres.	Facilities & Maintenance	Andrew Rettberg	
	Institutional Advancement	Diane Schwartz	
Ex Officio	Institutional Research	Shiji Shen	
	Campus Police	Adam Shubsda	
Vice President	Academic Affairs	Jeff Toney	
	Undergraduate Student	TBA	
	Office of the President	Felice Vazquez	
	Global MBA/NWGC	Veysel Yucetepe	X
	English/CHSS	Maria Zamora	X

Guest: Wenjun Chi, Office of Accreditation and Assessment