

# University Planning Council

## **Kean University**

### **Minutes**

Day	Wednesday
Date	October 2, 2013
Time	1pm
Room	Kean Hall 127

- I. Announcements by Dr. Bousquet
  - Thank you to all for work in submitting the Strategic Plan to President and Board of Trustees
  - Feedback from BOT by November 1, with final action at December Board Meeting
  - Alumni board feedback is being collected
  - Strategic Plan draft to also be presented to Foundation Board
- II. Division Reports
  - With one exception, all division reports are received
  - Student Affairs report will be submitted upon VP Murray-Laury's return from China
  - UPC needs to meet to review recommendations by divisions from units, academic programs and schools
  - Will post division reports on google drive and provide UPC with access to read and review on line- all agreed
  - Reports will be posted by the end of the day today
  - Will be in folders and organized
  - Reports vary in detail
  - We have time to convene to discuss
  - Reminder that assessment reports are posted on the OAA website
  - More information for division reports will be found on the OAA website (see appropriate links for reports as presented to Deans and Executive Directors)
  - OAA website navigation demonstrated by Ian Klein
  - Only a few cases of missing information
  - Academic Assessment page includes Dean's report
- III. Timelines
  - Kean University Institutional Assessment System document distributed

- Reviewed at last UPC meeting, current version has added information
- The deadline is included above each box
- As we prepare for MS Monitoring Report it will be important to further develop the time line
- Text versions of this document also available
- Outside boxes represent Program Review
- Document approved by Board of Trustees for Program Review
- Due dates: Program Review from each Program/School on June 1
- Dean has until June 15 to present a summary
- Program Review document created independent of Assessment Activities
- Provost to submit document to UPC by July 1
- Program Review documents vary in size
- This is a compressed time schedule- we need to revisit this
- Not coordinated with annual Assessment and needs to be
- Tremendous amount of information from Program Review that is not included in Assessment
- Program Review and assessment should be together
- For Administrative side there is more time (no Deans), but still a compressed schedule
- Powerpoint presentation will be sent by Ian Klein
- Kean University Institutional Assessment System reviewed with proposed dates
- Proposed dates allow for assessment process to be incorporated into the budgeting process
- Recommendations would be presented for the funding the following fiscal year
- Recommendation again to move from fall to spring (academic year) to spring to fall (calendar year) allowing to close the loop and improve programs
- UPC agrees to adopt the time line as presented in the Kean University Institutional Assessment System document
- Pat Ippolito could not attend today- the document will be forwarded and presented (if requested) to Faculty Senate
- Ian Klein will forward the document to each member of UPC and the document will be attached to the minutes

IV. UPC Standing Committees

- Review of Standing Committees
- Descriptions distributed
- Kerrin Lyles to work with “clicker technology”
- Assessment Committee to schedule
- Annual Score Card Committee- had already completed a lot of work
- Strategic Plan Committee
- Subcommittees should meet and nominate a facilitator

V. Closing announcements by Dr. Bousquet

- Meetings will be held in K127 moving forward
- Introduced new student representative Ana Claro

VI. Attendance

		<b><u>Name</u></b>	<b><u>Initial</u></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
<i>Ex Officio</i>	Office of Accreditation and Assessment	Edward Barboni	
	Academic Affairs	Katerina Andriotis-Baitinger	X
	Alumni Relations	Adriana Brennan	
	Middle and Secondary Ed/ COE	Linda Cahir	Tom Walsh
KFT Pres	Chem. & Physics	James Castiglione	
Vice President	Operations	Philip Connelly	X
	ORSP	Joseph Cronin	X
	College of Business and Public Management	James Drylie	
	Campus Planning & Facilities	Phyllis Duke	X
	Campus Planning &	Tracie Feldman	X

	Facilities		
	Library	Kimberly Fraone	
	History; Liberty Hall	Terry Golway	X
KUAFF Pres	Phys. Ed, Rec. & Health	Kathleen Henderson	X
	Academic Affairs	Sophia Howlett	
Senate Chair	Elementary & Bi Lingual Education	Patrick Ippolito	

	Media and Publications	Audrey Kelly	X
	Center for Academic Success	Steve Kubow	X
	University Center	Kerrin Lyles	X
	Graduate Part time Student Council	Ana Claro	X
	Information Technology	Joseph Marinello	
	Counselor Education	Barry Mascari	X
	College of Natural, Applied, and Health Sciences	Patricia Morreale	X
	VP Student Affairs	Janice Murray-Laury	
	Facilities & Maintenance	Steven Pinto	
IFPTE Pres.	Facilities & Maintenance	Andrew Rettberg	
	Institutional Advancement	Diane Schwartz	
<i>Ex Officio</i>	Institutional Research	Shiji Shen	X
	Campus Police	Adam Shubsda	
Vice President	Academic Affairs	Jeff Toney	
	Undergraduate Student	TBA	
	Office of the President	Felice Vazquez	X

	Global MBA/NWGC	Veysel Yucetepe	X
	English/CHSS	Maria Zamora	X

Guests: Ian Klein, Office of Accreditation and Assessment  
Wenjun Chi, Office of Accreditation and Assessment  
Tom Walsh, Middle and Secondary Education for Linda Cahir