

**University Planning Council**

**Kean University**

**Minutes**

Day	Wednesday
Date	October 28, 2015
Time	1 pm
Room	Miron Student Center Room 315

- I. General Business
- Meeting called to order at 1:05 after quorum was reached
  - General Meeting scheduled for 11/4 changed to 11/10 due to NJEA
- II. Middle States Periodic Review – Sophia Howlett
- Repeat presentation a consequence of requests from new members
  - Timeline: between self-studies
  - MSCHE standards have changed but Kean is among the last group of institutions to be judged under the previous standards
  - Not a mini-self-study (50 page report) but to gauge progress and help MSCHE to judge progress. Key elements of periodic report:
    1. Changes, developments or challenges since the self-study
    2. Kean’s response to previous recommendations and monitoring reports. No need to re-answer; rather, just indicate completed or not referencing earlier reports. Only outstanding recommendation – reducing the number of GE SLOs (completed). Curriculum being

reorganized way ahead of the report. Need to show that “closing the loop” has sustainability.

3. Institution’s enrollment trends and financial outlook

4. Current status

5. Show how institutional planning is linked to financial planning and resource allocation

- Work on the periodic review is in early stages, but we are in good shape. Need to include developments in General Education, the new Strategic Plan, reorganization which now includes enrollment management, new programs (DPT, PA, etc.), online learning, new support mechanisms for transfer student.
- Focus on Standards 7 & 14, and Standard 2

III. Preparation for November 10 meeting for “closing the loop” and prioritizing division requests

- Members will have access to all division reports and allocation requests to review prior to the meeting (Susan DeMatteo has already shared the documents with members on Google Drive); at the meeting we will have opportunity for discussion; will use clicker technology for anonymous responses
- This is not a competitive process; our role is to evaluate the level of priority for each request and make recommendations to the President
- Because the UPC has broad representation in its membership, questions about requests can be answered
- The meeting has taken under two hours assuming all members review the requests.
- A scale will be created for voting to assist us in assigning priorities
- Member attendance at the meeting is essential since presence during discussion is important

IV. Wrap up

- Meeting was adjourned at 1:46 PM

V. Attendance

<b><u>Division/Office</u></b>		<b><u>Name</u></b>	<b><u>Initial</u></b>
Chair	College of Humanities and Social Sciences	Suzanne Bousquet	x
	Enrollment Management	Chad Austein	
Faculty Senate CHSS	Department of History/CHSS	Christopher Bellitto	x
KFT Pres	Chem. & Physics	James Castiglione	
VP Operations	VP Operations	Philip Connelly	
<i>Ex Officio</i>	Office of Accreditation and Assessment	Susan DeMatteo	x
Faculty Senate CBPM	Department of Criminal Justice	James Drylie	
Facilities & Campus Planning	Campus Planning & Facilities	Phyllis Duke	x
University Senate CVPA	Theatre	Rachel Evans	x
Facilities & Campus Planning	Campus Planning & Facilities	Tracie Feldman	x
VP Institutional Advancement	Kean University Foundation	Tonya Hall	x
President appt	Associate VP Academic Affairs Wenzhou Kean	Holger Henke	
President appt	Academic Affairs	Sophia Howlett	x

President appt	Elementary & Bilingual Education	Patrick Ippolito	x
Senate Chair	NJ Center for STEM	David Joiner	x
KUAFF Pres	Fine Arts	Lillian Kartischko	x
VP University Relations	VP University Relations	Susan Kayne	x
Board of Trustees Liaison	Office of the President	Audrey Kelly	x
President appt	Acting Associate VP, Kean Ocean	Steve Kubow	x
Faculty Senate COE	College of Education	Barbara Lee	x
VP Student Affairs	University Center	Kerrin Lyles	x
VP Operations	Information Technology	Joseph Marinello	
Faculty Senate: NWGC	Counselor Education	Barry Mascari	x
VP University Relations	Undergraduate Admissions	Marsha McCarthy	x
University Senate Michael Graves College	Michael Graves College	David Mohney	x
Faculty Senate: NAHS	Computer Science	Patricia Morreale	x
VP Student Affairs	VP Student Affairs	Janice Murray-Laury	x

CWA	Facilities & Maintenance	Steven Pinto	
IFPTE Pres.	Facilities & Maintenance	Andrew Rettberg	
President apt.	Liberty Hall	Bill Schroh	x
<i>Ex Officio</i>	Institutional Research	Shiji Shen	x
VP Academic Affairs	Academic Affairs	Jeff Toney	x
President appt	Special Council, Office of the President	Felice Vazquez	x
VP Academic Affairs	Director, Kean Online	Corey Vigdor	x
VP Institutional Advancement	VP Institutional Advancement	Carla Willis	x
PBA	Campus Police	Ana Zsak	x
Undergraduate Student		Asa Dugger	x