

University Planning Council

Kean University

Minutes

Day	Wednesday
Date	October 7 , 2015
Time	1 pm
Room	Green Lane 6 th Floor Conference Room

- I. General Business
 - Meeting called to order at 1:05 after quorum was reached

- II. Introductions and Welcoming of New Members
 - Introductions were made around the table of new and existing members

- III. Review of UPC role and charge
 - Review of who we are and what we do
 - Development, assessment, and monitoring of Strategic Plan
 - Role in assessment process for institution. Most notably the closing the loop activity and what that looks like
 - Work of Subcommittees. It was mentioned that subcommittees will be adjourned this academic year.
 - Strategic Planning committee- Assessment of Strategic Plan
 - Score Card – Developed “SOAR” Card in 2014-2015 AY. It is expected that the score card will be completed and that committee can move on to other more pressing work involving assessment and the middle states reaccreditation process
 - Assessment Subcommittee – Working closely with OAA on Assessment issues institution wide

- IV. Policy Discussion

- Attendance Policy was discussed. Members reminded that if they cannot make a meeting, they should let Sue know and they should send a delegate (if one is available) in their place.
- Minutes will be added to the website and distributed to committee members.
- Adding representation from Michael Graves College. Acknowledged presence of David Mohny at meeting. Will discuss with David Joiner about who to appoint

V. Update from Sophia Howlett

- Working on scheduling closing the loop activities. Want to get this done soon so it can go before the board for their review at the December meeting.
- Will send out materials in advance so everyone can review it. Looking at two meetings moving forward. One a 10/21 meeting to review the process and bring members up to date. The second will be a 10/28 meeting to conduct the formal review. It is expected that members will have the materials to start to review on or before the 21st. Voting will occur at the meeting on the 28th.

VI. Wrap up

- Meeting was adjourned at 1:35 PM

VII. Attendance

<u>Division/Office</u>		<u>Name</u>	<u>Initial</u>
Chair	College of Humanities and Social Sciences	Suzanne Bousquet	
Vice Chair	ORSP	Joseph Cronin	x
Faculty Senate CHSS	Department of History/CHSS	Christopher Bellitto	x
KFT Pres	Chem. & Physics	James Castiglione	x
VP Operations	VP Operations	Philip Connelly	x

<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
Facilities & Campus Planning	Campus Planning & Facilities	Tracie Feldman	x
VP Institutional Advancement	Kean University Foundation	Tonya Hall	
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	
KUAFF Pres	Fine Arts	Lillian Kartischko	x
VP University Relations	VP University Relations	Susan Kayne	
Board of Trustees Liaison	Office of the President	Audrey Kelly	x
President appt	Acting Associate VP, Kean Ocean	Steve Kubow	
Faculty Senate COE	College of Education	Barbara Lee	x
VP Student Affairs	University Center	Kerrin Lyles	

VP Operations	Information Technology	Joseph Marinello	
Faculty Senate: NWGC	Counselor Education	Barry Mascari	x
VP University Relations	Undergraduate Admissions	Marsha McCarthy	
Faculty Senate: NAHS	Computer Science	Patricia Morreale	x
VP Student Affairs	VP Student Affairs	Janice Murray-Laury	
CWA	Facilities & Maintenance	Steven Pinto	
IFPTE Pres.	Facilities & Maintenance	Andrew Rettberg	
President apt.	Liberty Hall	William Schroh	x
<i>Ex Officio</i>	Institutional Research	Shiji Shen	
VP Academic Affairs	Academic Affairs	Jeff Toney	
President appt	Special Council, Office of the President	Felice Vazquez	
VP Academic Affairs	Director of Online Education & Professional Development	Corey Vigdor	
VP Institutional	VP Institutional	Carla Willis	

Advancement	Advancement		
PBA	Campus Police	Ana Zsak	
Faculty Senate CVPA	Theatre	Rachel Evans	x
Faculty Senate Michael Graves College		TBA	
Graduate Student		TBA	
Undergraduate Student		TBA	