

## **University Planning Council**

### **Kean University**

#### **Minutes**

Day	Wednesday
Date	April 1 , 2015
Time	1 pm
Room	Kean Hall 127

#### I. General Business

- Joe Cronin out today after Wenzhou visit to work on the strategic plan - Mascari taking notes
- Phil Connelly will invite UPC subset to meet with Frank Wang from Wenzhou
- Sophie Howlett added she will be going to China to work on the final strategic plan and on the non-academic offices assessment process – annual assessment planning by division – to develop the plan and report out

#### II. Assessment Update

- Meeting turned over to Sophie to report and discuss the Middle States Periodic review after attending seminar
- Due 5 years into the self-study process (in the 10 year cycle) of the 2014 standards; thus our report will be due July 1, 2017
- Middle States reps will visit before 2 year due date to help plan the next report
- Issues to be reported on as an act of shared governance and a couple of committees will need to be formed
- UPC may be used as the central committee for the process, adding extra committee(s) as necessary and invite other members of the University community

- Dashboard committee - move to completion so it can take on new responsibilities related to the MSCHE periodic report
- Homework - read the MSCHE Handbook that was distributed
- Unlike the normal self-study focus only needs to be on four standards: financial information and enrollment data, assessment, institutional planning & resource management (Standards 2, 3, 7, 14)
- Each institution MUST respond to any issues raised as a result of the self-study. Those dealt with do not need to be addressed but new issues identify regardless of standards must be dealt with. This includes any recommendations from the accreditors AND the institution's self-identified recommendations (much of which will no longer be relevant but need to determine this)
- Questions came from UPC members about the 2016 standards and what will need to be included in this report:
  - page 3-6 list the information required (approximately 50 page document) including assessment material and what has been done
- Sites such as Ocean and Wenzhou should not be separated out into reports but should be integrated as additional instructional sites
- Creating a new bureaucracy seems not to make sense. Using the UPC is a logical responsibility in this process.
- At April 1 meeting Sophie will prepare a proposal and timeline for how to breakup to begin the process

### III. Strategic Plan Subcommittee

- Audrey gave a report on the Strategic Planning Subcommittee - meeting scheduled on 4/15 and a baseline report will be shared with the UPC in the near future.

### IV. QFI Discussions

- Sue reported that a 2-step process of reviewing the QFI's will be done with online review first, then coming together to address only the programs felt strongly about.

### V. Wrap up

- Meeting was adjourned at 1:50 PM

VI. Attendance

		<b><u>Name</u></b>	<b><u>Initial</u></b>
Chair	College of Humanities and Social Sciences	Suzanne Bousquet	x
Vice Chair	Office of Research and Sponsored Programs	Joseph Cronin	
	Economics	Charles Anderson	
	College of Visual and Performing Arts	George Arasimowicz	x
	History	Christopher Bellitto	x
KFT Pres	Chem. & Physics	James Castiglione	
<i>Ex officio</i>	Office of Accreditation and Assessment	Wenjun Chi	x
Vice President	Operations	Philip Connelly	x
<i>Ex officio</i>	Office of Accreditation and Assessment	Susan DeMatteo	x
	Undergraduate Student	Nigel Donald	x
	College of Business and Public Management	James Drylie	
	Campus Planning & Facilities	Phyllis Duke	
	Campus Planning & Facilities	Tracie Feldman	
	History; Liberty Hall	Terry Golway	
	Institutional Advancement	Tonya Hall	x
KUAFF Pres	Phys. Ed, Rec. & Health	Kathleen Henderson	x
	Associate V.P. Academic Affairs	Sophia Howlett	x
	Elementary & Bilingual Education	Patrick Ippolito	x
Senate Chair	NJ Center for Science, Technology & Math	David Joiner	x
	Media and Publications	Audrey Kelly	x

<i>Ex Officio</i>	Office of Accreditation and Assessment	Ian Klein	
	Acting Associate V.P. Kean Ocean	Steve Kubow	
	University Center	Kerrin Lyles	x
	Information Technology	Joseph Marinello	
	Counselor Education	Barry Mascari	x
	University Relations	Marsha McCarthy	
	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	
<i>Ex Officio</i>	Institutional Research	Shiji Shen	
	Campus Police	Adam Shubsda	
President	Student Org	Gerard Smithwick	x
Vice President	Academic Affairs	Jeff Toney	
	Phys. Ed, Rec. & Health	John Valentine	
	Office of the President	Felice Vazquez	
	Center for Online Learning and Professional Development	Corey Vigdor	
Vice President	Institutional Advancement	Carla Willis	x