University Planning Committee (UPC)  
Minutes  
April 28, 2011

**Attendees:** Jerome DeSanto (Chair), Meg Cullen-Brown, Bill Burke, Jim Devers, Robyn Dickinson, Dr. Joseph Dreisbach, Fr. Rick Malloy, Mark Murphy, Lori Nidoh, Dr. Debra Pellegrino, Patti Tetreault, Dr. William Wallick, and Kate Yerkes.

1.0 Welcome  
1.1 Minutes from 3/17  
The minutes were approved as submitted.

2.0 IE/Planning Announcements & Updates  
2.1 Fr. Quinn briefing  
Jerry, Robyn and Kate meet with Fr. Quinn and walked him through the functions that deal with Planning, IE, governance, and accreditation. He was very interested and is pleased that we have the structure of planning and processes in place.

2.2 360 Review Process underway  
The 360 review process for the third group of administrators is well underway with an 80% response rate for both the leadership and managerial groups. The deadline was April 27.

2.3 Annual Report open  
The Annual Report system is open and will remain open until June 3\textsuperscript{rd} for Academic departments and June 30\textsuperscript{th} for Administrative departments. The Vice President’s decided that they would all submit electronic reports in Microsoft Word this year, in a uniform manner for Fr. Quinn. In the past some VPs used the system and others did a confidential report to the President. They all decided to it one way and have a deadline of August 1\textsuperscript{st} so he gets them at one time and in a uniform manner.

2.3.1 UPC Review of System in fall 2011  
Kate informed the group that the UPC will review the annual report system in the fall.

2.4 IE Studies  
2.4.1 Summer IE Survey - TechQual  
The TechQual survey will be administered again this summer.

2.4.2 Governance assessment concluding  
This governance assessment has concluded. The IE department is finalizing the report. The report will be given to Jerry, Pat Leahy, and Father Quinn as well as others involved in governance at the AC level. It will then be distributed to the campus community and governance groups in the fall.

2.5 Senior Survey update  
There was concern because we were not getting a good response rate with our Senior Survey. Vince Carilli allowed the IR department to be a part of the Senior Grad Finale event. It seems like being present at this event has helped. Our response rate last year for this survey was 12% and reports for this year have the response rate at 44%.

2.6 Strategic Plan Progress Report & Indicators  
We are closing in on the end of the first year of the new strategic plan. The plan of attack for reporting on that will be similar to what we did in previous years. The design, link and content are still up in the air. We are looking to do both the quantitative and qualitative aspects of measuring the progress to date on the plan. There are ways to link certain objectives and activities to different parts of the plan in the annual
report system. We will also rely on the draft strategic indicators in terms of the data points that we will be reporting on. Usually the report is completed in July and released in the fall. This is the first report on the new plan.

2.7 MSCHE Assessment Letter
Earlier this month we had a letter that was required to be submitted to Middle States as a follow-up to the self-study and visit that was held. We are happy to report that the letter was submitted on time.

3.0 Facilities Update – J. Devers
Jim Devers gave a brief update on what we do and where we have been. In 1985 we had 760,000 square feet in about 40 buildings. Now we have 1.9 million square feet in 70 buildings. Since 1990 we have invested $2.65 million in the University in capital projects. Since 2000 we have invested another $6 million for FIP (improvement projects).

The current projects include the Unified Science Center and the Mulberry Street multi-purpose project, both of these projects are on course. The commons extension is complete as well as the Royal Way work. The Clay Avenue project is complete as well as the first phase of the Mulberry Street project.

Since 1992 we began receiving $500,000 a year to upgrade our dormitories. They make repairs and paint every dormitory room throughout the summer. A portion of Nevils Hall will be renovated over the summer and converted into coach’s offices. Martin Hall will be taken off-line and possibly turned into administrative use instead of a dormitory.

An Athletic Feasibility Study was conducted. As a result of the study improvements were made to Spring Brook property, the South Side Sports Complex, Byron Rec Complex and the Long Center.

EYP (architect for the science building) was used to conduct a study consolidating Physical Therapy, Occupational Therapy and Exercise Science into Leahy Hall. The study showed that this will not work but they need to plan to move them into one location. There are some other possibilities at moving those three departments and they are currently looking at their options.

A proposal for a Feasibility study for a campus police headquarters is being solicited and they will be interviewing three architectural firms to conduct the study.

The FIP (Facilities Improvement Plan) requests are submitted through the annual report system. They made a first pass of the FIP’s at the last FMC meeting and they hope to have a final pass at the next FMC meeting. The FMP (Facilities Maintenance Plan) is an operational plan for maintaining the facilities. They have about $2.2 million in projects and a $1.2 million budget.

The Signage and Wayfinding plan was developed through Ayers Saint Gross. Phase 1 has been completed and Phase 2 should be completed by September of this year.

4.0 AJCU Fact Files Benchmarking Report
Kate distributed the AJCU Fact Files Benchmarking Report from the 2010 AJCU Fact Files Survey. The survey is completed annually and represents data from the 2009-2010 Academic Year. The data is from the University and also its peer institutions. Kate will rerun this report in a different format because the copies are not clear. Kate will reformat and redistribute this report to everyone via email.

It was suggested that Kate add the score ranges for both the ACT as well as the SAT. Some high school students are taking both and it would be good to have a score range for both. Some incoming freshmen
coming into Scranton are taking both. Joe Roback recommends that if a student doesn’t do well on the SAT they take the ACT.

5.0 **Summer review of membership for 2011-12**

A review of the membership list for the academic year of 2011-12 will be conducted over the summer. If you are interested in serving on the UPC for the next academic year send an email to Kate to let her know.

The meeting was adjourned at 10am.