As a result of the second cycle of DePaul University’s Academic Program Review Process (Cycle 2), the participants in the process enter into the following agreements. The participants understand that this document will be available to be made public once the signatures are in place: for the unit, the chair of the unit’s review committee and the director of the unit; for the division, the Vice President for Lifelong Learning; for the Academic Program Review Committee, the director and the chair of the subcommittee; for the university, the Associate Vice President and the Executive Vice President for Academic Affairs.

University-level Commitments

During the second cycle of academic program review, the unit-level review teams from OCPE, Commerce Undergraduate, and Commerce Graduate raised issues that have important university-wide implications, such as diversity. To follow up on these issues and determine the appropriate courses of action needed to address them at the university level, the Academic Program Review Committee and the Office of Academic Affairs agree to do the following:

1. The Academic Program Review Committee agrees to prepare a summary report on Cycle 2 to the Executive Vice President for Academic Affairs which discusses issues raised in the reviews of OCPE and Commerce that have important connections to other university-wide initiatives, especially to the University’s Strategic Plan. That report will be made public, along with the Memoranda of Agreement.

2. The Executive Vice President for Academic Affairs agrees to direct the appropriate university-level offices to work with the units and their deans on how to effectively address these issues.

3. The Executive Vice President for Academic Affairs will require a progress report in June of 2000 from the appropriate offices that will be shared with the Academic Program Review Committee.

4. The Director of Academic Program Review, working closely with the Associate Vice President for Academic Affairs, will contact the appropriate university offices to follow-up on these issues and discuss possible courses of action.

In addition to these university-level commitments from the Academic Program Review Committee and Office of Academic Affairs, the following are issues and actions agreed upon at the Office and Division levels.

Issues and actions agreed upon

1. Strategic Plan
a) During the summer 2000, OCPE will develop a strategic plan setting forth goals for growth, direction of programming and integration with other units of the University. In addition, the strategic plan will explicitly address the following:

- The type of program areas to be developed, especially the appropriate blend of professional and personal growth programs.

- A budgetary procedure and/or cost structure to provide base funding that will support and sustain the desired rate of growth. Academic Affairs acknowledges that a feasible cost structure would preserve the successful aspects of the current entrepreneurial model while providing a solid base of financial support for OCPE so that it is not limited to mounting specific, revenue-generating programs and can consider what its role might be as an instrument for locating the university in the continuing education market.

- Needed staffing, space, classrooms and facilities. Academic Affairs notes that due to the construction of additional classroom space in the Loop and suburban campuses within the next 2-3 years, the space constraints will be less of a barrier for growth of the certificate programs.

- The development of Distance Learning options.

- The niche of DePaul certificate programs in the Chicago market.

- Incentives and structures for collaboration with DePaul Colleges and Schools (see below).

b) The Office of Academic Affairs and OCPE agree that now is the time to consider the creation of a university-wide school or similar structure which would serve to coordinate and organize the multiple certificate programs at the university. This is an especially opportune time to consider the creation of a school, since OCPE has already experimented with different models of certificate programs; DePaul itself is growing; and the higher education market presents increasing opportunities to support life-long learning (e.g. continuing education credits for teacher re-certification).

- OCPE agrees to study the different models of certificate programs both within and outside the university to determine which structures might be successful at DePaul.

- The strategic plan should give shape to the possibilities of what a school or similar structure would look like at DePaul and should investigate if/how these could become viable options for DePaul.

c) OCPE will also develop an array of model structures and services to guide and assist DePaul colleges/schools as they work with OCPE to create new certificate programs.

d) The Office of Academic Affairs agrees to report back and respond to the initiatives and recommendations outlined in OCPE’s strategic plan by June 2001.

2. **Integration into PeopleSoft.** OCPE agrees to work closely with DePaul’s PeopleSoft teams to integrate OCPE’s administrative functions into the University’s PeopleSoft project, where appropriate for the technology.

- This will be done as part of PeopleSoft’s Phase 2 initiative; PeopleSoft teams are fully aware of the need to incorporate OCPE into the new system.
• Integration will be especially important to strengthen administrative support for programs which are projected to grow rapidly in the next few years (e.g. from this fiscal year to the next, the program’s unduplicated student headcount is expected to rise from 1000 to 1500).

• Academic Affairs will report back by June 2001 on the progress of this integration effort.

3. Partnership Guidelines. OCPE will develop written standards to guide the unit when entering into educational partnerships with organizations and entities outside the University, with special emphasis on the quality of the programs to be offered.

4. Instructor Development Seminars. OCPE will offer its faculty ongoing educational seminars to improve the skills of instructors who teach adult learners. Additionally, OCPE will conduct regular orientations for new faculty that will include presentations from existing faculty.

5. Maintaining and Monitoring Program Quality. OCPE, Academic Affairs, and APRC agree that there needs to be some additional attention to monitoring the quality of certificate programs on an ongoing basis, such as enhancing the role of the Life-Long Learning Advisory Committee. The Advisory Committee will continue to work with DePaul faculty as new certificate programs are proposed and created.

**Issues on which there is agreement, with action to be determined**

1. Diversity. OCPE will promote and expand the University’s commitment to diversity through its programs, and through its internal personnel practices.

   • OCPE will develop a plan to increase gender and racial diversity among its instructional staff;
   
   • OCPE will consider linking program content to the market in ways that reach out to the needs of underrepresented groups; and
   
   • OCPE will consider ways to improve and expand access to the educational experience (note: there is currently no financial aid available for students wishing to enroll in certificate programs).

2. Collaboration with DePaul Colleges and Schools. Both the APRC and the Executive Vice President agree that there should be greater integration and coordination among the different certificate programs and support OCPE’s ongoing efforts to collaborate with colleges and Schools.

   • The Division of Life-Long Learning is already preparing a report on the 84 different certificate programs listed as offered by DePaul.
In developing its strategic plan, OCPE will investigate how to build on and recreate the successful certificate program collaborations with DePaul Colleges and Schools, such as the Certified Financial Planner program with Commerce, and the Center for Dispute Resolution with Law.

An important part of this integration/collaboration will be finding ways to tap into the academic expertise of DePaul faculty; and exploring incentives for faculty to teach in and be involved in the certificate programs.

Areas of discussion in which further work is needed, as yet unspecified

1. Research/data

- OCPE needs to develop a more sophisticated way to capture data on its students so that it can be used by the unit and the University as a whole in order to re-market to these individuals for both certificate and degree programs. The transition to PeopleSoft may improve the possibilities here.

- OCPE also needs more access to DePaul alumni databases to target market programming to grads from specific fields.

- As the PeopleSoft integration effort moves forward, OCPE will work with Enrollment Management and the Office of Institutional Planning and Research to gather and analyze data on its students.

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A hard copy of this document was signed by:

Chair of the Unit Review Committee Chair

OCPE Director/Program Director

APRC Subcommittee members

APRC Chair/Director

V.P. for Lifelong Learning and Suburban Campuses

Associate V.P. for Academic Affair

Executive V.P. for Academic Affairs

*The hard copy with signatures is on file in the Office of the Associate V.P. for Academic Affairs and is available upon request.*