As a result of the fourth cycle of DePaul University's Academic Program Review Process (Cycle 4), the participants in the process enter into the following agreements. The participants understand that this document will be available to be made public once all the signatures are in place.

**Actions agreed upon for the coming academic year (2002-2003)**

1. **Create Advisory Committee.** The Institute will create a six-member advisory committee with representation of DePaul faculty from different academic departments. The committee would meet twice annually, beginning in the fall of 2002, and correspond at least monthly during the academic year. The committee would provide input into workshop and seminar topics, sketch out a basic plan for the Institute each academic year, and assist in scholarship decisions. The Institute will create this advisory group by either reconstituting the existing committee while redefining its role, or recruiting an entirely new and separate group in addition to the existing committee.

2. **Seek additional external funding.** The Institute will methodically pursue funding from sources other than the Chaddick Foundation. The goal is to have received at least $15,000 by May 2003, or at least demonstrate a good-faith effort to the Chaddick Foundation to seek additional funding.
   a) In seeking these funds, it will take advantage of recent publications and projects, and will explore connections with other foundations through the Institute’s Community Development Specialist.
   b) The Institute will pursue more fee-based research projects, such as those with the Chicago Public Schools, to generate revenue.

3. **Seek more minority scholarship candidates.** The Institute will develop methods of assuring that a representative proportion of financial aid is awarded to minority students who are interested in public planning and policy issues. The Institute will work to enhance the interest of these groups in areas relevant to the institute’s mission, aggressively reaching out to more students at DePaul.
   a) The director will talk to the Special Assistant to the President on Diversity to generate ideas. The director will also talk with the chairs of the Sociology and Psychology departments, and those in Commerce departments, to see if there are minority graduate students who may be interested in these issues and would apply for the scholarship.
   b) The Institute will also rely on its advisory committee for help in developing methods to assure more minority applicants for scholarships.

4. **Improve evaluation of workshop.** The Institute has already collected some feedback from participants in the Chaddick Technical Workshop series (about six per year, with about 30 persons attending each), but will more formally evaluate the workshop in the coming year. It will do a more systematic evaluation through a survey of participants and presenters. The Undergraduate Research Assistant will assist in this survey.
Issues on which there is joint commitment to continue working (issues agreed upon but specific action to be determined)

5. Grant applications. As it seeks additional external funding, the Institute would like to submit at least one application for a major grant or corporate foundation gift that will enhance the Institute’s research or programmatic agenda. The Institute notes that it is in a good position to apply because it can build on the momentum of recent conferences and books published.

6. Leadership opportunities for faculty and staff. When the Institute director goes on leave, he would like to enhance the positions of Gloria Simo (MPS faculty member) and Lolita Sereleas (part-time employee and community planning specialist) to give them more leadership and responsibilities in the Institute. The Institute notes that it would also like to get broader involvement of other faculty members throughout the university.

7. Broader student representation. While continuing to support students from MPS and Public Policy Studies, the Institute will reach out more assertively to those in geography, political science, urban studies, and other areas. It will schedule and publicize more consistently extracurricular events to build student interest in the institute and its scholarships.

8. New scholarship program. As a way to create higher-profile scholarships, the Institute will create and implement a new scholarship with a focus in urban planning in honor of Phyllis Sutker. Though the details are not yet clear on how this will be implemented, the Board seems inclined to fund it, and the Institute will work on solidifying this idea next year.

9. Integrate more fully into College and University. The Institute has outlined steps to integrate itself more fully into the College and University, such as broadening faculty representation on its Advisory Committee and generating interest among students from different programs around the university. The Dean notes that the Institute is a good resource for students and faculty across the College and University, and would support expanded participation of LA&S faculty in its activities.

University-level Issues and Commitments

During Cycle 4, the Centers & Institutes’ individual self-studies raised several issues that have important implications for all Centers & Institutes, and which require action at the university level. These issues will be discussed in further detail at a meeting with the Centers & Institutes Advisory Board, the APRC Chair, the Associate Vice President, and the Executive Vice President for Academic Affairs. Commitments and actions arising from that meeting’s discussion will be documented in a General Memorandum of Agreement for all Centers & Institutes.

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A hard copy of this document was signed by:
Institute Director
Chair of APRC Subcommittee
Chair of APRC
Dean of the College
Associate 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.*