DePaul University Academic Program Review  
Cycle 4:  Spring 2001--Spring 2002  

MEMORANDUM OF AGREEMENT – MAY 2002  

Driehaus Center for International Business  
(within the College of Commerce)

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.

Note: The current director for the Driehaus Center has resigned and a new director for the Center has not yet been chosen as of the signing of this MOA. There was also some discussion among the Dean, APRC chair, and outgoing director about the Center’s appropriate location for program review. It was decided that the Center will continue to be reviewed as a separate entity rather than as an administrative unit within the Kellstadt Graduate School of Business.

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

1. Restructure responsibilities. The Center has been responsible for handling almost all of Kellstadt’s international activities, including the student-faculty exchanges with international partner schools, international MBA student internships, and organizing the foreign study tours. To reduce the Center’s workload, the Dean has agreed to restructure some of these responsibilities.

   a) The College’s placement office will handle the international internships, and the Center’s main responsibility will be organizing the foreign study tours.

   b) The outgoing director notes that the Center’s work in organizing the foreign study tours is logistics-intensive. The Center will consider seeking assistance from external providers to help in the logistics of arranging these trips.

2. Monitor program quality. The Center will monitor more closely program quality among the many foreign study tours it organizes for faculty and students each year.

   a) The Center will require faculty to submit a proposal for their foreign study tour prior to acceptance into the program, and will be more strict in considering these proposals. The Center will require tours to have a well-defined academic focus, clear purpose, and structure, including clear policies on student behavior. The Center will devote more effort to the approval process as a way to hold the faculty accountable for the quality of their tours.

   b) The Center notes that as university courses, these foreign study trips/classes will continue to be subject to the usual academic expectations and evaluations as are all courses (i.e. end-of-course evaluations).
c) The Center will develop a small faculty committee to assist the director in formulating policies on learning objectives for overseas study seminars.

d) The Center will clarify how international university partners are selected, and how the quality of their contribution to and participation in the foreign study programs is assessed. The Center will implement mechanisms for improvement, if needed.

e) The Center will clarify how students are selected for the foreign study tours, and how the quality of their learning in the program is assessed. Currently, student learning is assessed through the academic work they produce in the foreign study classes.

3. Enhance current foreign study programs. While the Center will not expand the number of trips beyond the current 15-20 per year, it will seek new international partners in geographically diverse locations, and will work to enhance the quality of its existing programs.

   a) The Center will develop 2-3 university partnerships in Asia, another in Australia, and another in Latin America. In offering trips, the Center must consider how the choice of location impacts the price. The Center must also balance between student and faculty interest, seasonality, and price when considering new program offerings.

   b) The Center will continue to sponsor the luncheons for Northern Trust Bank executives, employees, and customers, and may expand the number to 2-3 annually. The Center will encourage more faculty and students to attend these events.

   c) The Center will explore connections with other Colleges and Schools within the university to share knowledge among faculty who have visited countries and those who are planning tours to those countries.

4. Maintain current level of funding and support. Though the trips are expensive, the Center’s goal is to be revenue-neutral. It needs to have a clearly approved and agreed-upon operating budget at the beginning of each year with which the Director can work to develop an annual report for all global university partners and for DePaul constituents, brochure materials for the international symposia, and other documents as required to maximize the effectiveness of the center. The Dean is committed to supporting the Center, noting that it provides important professional development for faculty and learning opportunities for students.

5. Recruit new director. The Dean will recruit a new director for the Center in the coming year. The outgoing director notes that nature of the Center’s work demands that the director interact with a wide array of individuals, handle a variety of logistical issues and student/faculty concerns, and have an interest in international business.

Issues on which there is joint commitment to continue working
1. **Housing.** The Center notes that finding housing in Chicago for its 25-30 foreign exchange students and 5-6 faculty per year remains extremely difficult, and it will continue working to resolve the problem.

2. **Faculty seminar.** The Center would like to create an annual faculty research presentation seminar involving partner school faculties. The Center will consider this possibility as a way of providing a forum in which faculty can share their experiences on overseas trips with other faculty

**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:

Center 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.*