DePaul University Academic Program Review

Cycle 7: Spring 2004--Spring 2005

Memorandum of Agreement – October 2005

Community Music Division

School of Music Commitments for the Academic Year 2005 – 2006:

I. School of Music (SOM)/Community Music Division (CMD) Relations
   A. The Dean of the SOM will, with the Director of the CMD, establish a
      reporting procedure in which the Director of the CMD and Dean of the
      SOM will formally meet a minimum of once a year.
   B. The Dean of the SOM will take steps to increase the awareness of the
      SOM faculty (full and part time) about the CMD’s purpose, philosophy
      and relation to the SOM.
   C. The Dean of the SOM will initiate conversations with the Director of the
      CMD regarding establishing plans for the future of the CMD.
      Of particular concern is the future of the Director position in terms of
      recruiting and retaining a long-term successor for this demanding position
      when the current Director steps down.

Community Music Division Commitments for the Academic Year 2005 – 2006:

I. Curricula
   A. The CMD will develop a defined, sequential set of repertoire/technique
      requirements for the traditional lesson program to enable students to
      progress through successive levels.
   B. The CMD will develop an integrated theory component for the traditional
      lesson program.

II. Enrollment
   A. Growth
      i. CMD will increase enrollment in specific areas through growth of
         class sizes and by scheduling during non-peak SOM hours.
         1. New Horizons Band
         2. Kindermusic
         3. Explorations in Theory and Composition classes
         4. Brass Instruments
      ii. CMD will conduct a SWOT (Strengths, Weakness, Opportunities,
          and Threats) analysis for creating a brass instruments program.
iii. If appropriate the CMD will develop a marketing plan for a brass instruments program.

B. Programs

i. The Director of the CMD will explore ways to increase offerings to talented high school students interested in pursuing a career in music with input from the Dean of the SOM and involvement of SOM faculty who desire to teach this age group.

III. Financial Outlook

A. The CMD Director will review current financial situation of the CMD with an eye to enable this program to continue being tuition-driven through the maintenance or growth of enrollments and to continue to provide revenue to the SOM in the form of surplus tuition.

B. The Director of the CMD will seek assistance from the SOM development specialist as well as the Office of Development in order to further fund the CMD’s financial aid program.

C. With the possible assistance of the SOM development specialist as well as the Office of Development, the CMD Director will develop and implement fundraising strategies to expand annual giving.

D. The Director of the CMD will consult with the Dean of the SOM to investigate new strategies for increasing fundraising.

IV. Facilities

A. The Director of the CMD will maintain clear communication with the Associate Dean for Administration in the SOM concerning available studios and rehearsal rooms by regularly requesting updates regarding space usage.

V. Faculty

A. Evaluation

i. The Director of the CMD will complete informal evaluations of the string faculty via individual meetings.

B. Recruitment

i. The Director of the CMD will recruit two part-time faculty 1) a Suzuki piano instructor and 2) a traditional violin instructor for advanced students.

VI. Staff

A. Responsibilities

i. Delineate the primary and secondary responsibilities of all CMD professional staff positions and maintain current job descriptions for each position.
VII. Community Outreach

A. The CMD will work with the Illinois Department of Children and Family Services to investigate expanding current offerings in the Pathways to Development Program and attempt to increase participation of teenagers by adding brass instruments.

VIII. Marketing

A. The CMD will develop a standard form for marketing brochures highlighting specific offerings of the CMD.

i. In order to further plans for in-house design, the CMD will contact the Director of the University Study Abroad program regarding advances in desktop publishing of marketing materials.

B. Review the current advertising plan to best maintain the presence of the CMD in the Chicago area.

IX. Evaluation and Assessment

A. Complete an assessment of how the CMD serves students and submit to the Office for Teaching, Learning and Assessment.

B. Implement formal parent and student evaluations.

Signatures:

EVP for Academic Affairs  

Date

AVP for Academic Affairs  

Date

Dean of the School of Music  

Date

APRC Chair  

Date

Unit Committee Representative  

Date