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. **Discuss contribution margin.** Because the Institute for Professional Development operates on a stand-alone budget with tuition revenue as the only source of income, any increase in resources will need to come from renegotiating the contribution margin. The IPD will request from the EVP a preliminary meeting to occur earlier in the budgeting process (i.e., before budgets are due in late autumn) in order to determine an acceptable contribution margin for the coming year. The IPD seeks a lower contribution margin in order to make available additional funding to reinvest in its programs, faculty, and facilities (see #2 below). The Dean recognizes the importance of this issue and supports the IPD in its request.

2. **Develop a reinvestment plan.** In the coming year, IPD will outline a five-year plan as a proposal for the reinvestment in the Institute’s improvement. The IPD director will consult with the Dean to develop this plan and will propose the plan to Academic Affairs. As part of this plan, IPD will investigate and make recommendations for improvements in the following areas:
   a. **Development fees for new programs.** The Institute will propose the need for development fees to assure continued creation of new programs. These fees would be used to adequately compensate faculty involved in the development and maintenance work that needs to be done for both new and existing certificate programs. The IPD will survey salaries paid at similar institutions and request an update from CTI regarding its part-time salary scale.
   b. **Salary dollars.** The Institute will propose the need for salary increases to encourage continued participation of current instructors and to attract new ones. Currently IPD instructor salaries/stipends are not commensurate to those of DePaul instructors. The IPD will secure information regarding salaries at similar institutions and from the CTI regarding its salary structures. The IPD will consider a two-tiered salary system to compensate instructors in a way that is appropriate to the dual nature of the work (designing and grading the course vs. being a guest lecturer in the course).
   c. **Upgrade physical facilities.** The IPD will also propose the need to upgrade its space, equipment, and software. As part of developing its plan/proposal, the IPD will complete its inventory of current equipment and software holding to determine what can be upgraded and what needs to be replaced.

3. **Expand instructor recruitment.** In order to attract and retain a qualified instructors, the IPD will expand its recruitment efforts. While there is a stable group of faculty who have taught IPD courses for years, IPD will expand and diversify to supplement this core. The IPD will seek those instructors who are professional practitioners, familiar with state-of-the-art technologies in the field. IPD will increase its recruitment of part-time faculty, possibly through CTI. IPD will also pursue target advertising.

4. **Continue student recruitment.** The IPD will continue its recruitment of students through newspaper advertisements, CTA posters, billboards, radio ads, direct mailings, and through the CTI/DePaul newsletters/other publications. It will continue to monitor competitors and the demand for such programs in the current economic climate as it researches the market of potential students.
5. Secure additional classroom/lab space. In order to make sure that space limitations to not impinge on curricular goals, the IPD will seek to increase its access to well-equipped existing classrooms and labs. It will identify opportunities to use general pool classrooms that are COL-enabled by working with CTI/Academic Affairs staff when they schedule classroom assignments. Similarly, IPD will work with Academic Affairs and Conference Services to identify additional space that might be available for use. IPD will also re-evaluate its storage needs and areas to determine if any conversions can occur. It will discuss with CTI the possibility of sharing additional facilities beyond its telecommunications lab.

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.*