DePaul University Academic Program Review

Cycle 4: Spring 2001–Spring 2002

MEMORANDUM OF AGREEMENT – JULY 2002

Labor Education Program and Research Center
(within the School for New Learning)

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. *Explore avenues for additional funding.* While the Center’s infrastructure is totally subsidized by SNL and the University, the Center lacks the additional funds to increase staffing and programming. The dean notes that the Center is an important part of the School and the University and is committed to increasing its capacity. In the coming year, the Center will continue discussions with the dean regarding funding, and will pursue avenues for generating additional revenue.
   a. The Center and the dean will negotiate the terms of the Center’s financial contribution to the School and consider a possible strategy for having revenue flow back to the Center. Currently, there are no revenue expectations from the Center to the School.
   b. The Center is committed to keeping the program fees affordable for participants, but will consider the possibility of offering more courses for DePaul students, such as community-based service learning courses or college-credit courses for high school students in the Bridge program, in order to generate revenue from tuition dollars.
   c. The Center will continue to seek funding from external sources (e.g. the Polk Foundation, union support) and will work with the Office of Sponsored Programs and Research to apply for grants, such as the ETC school-to-career grants.

2. *Maintain current staffing levels.* The Center notes that with a limited number of staff, it is difficult to expand programs, attend conferences, network, do public relations, and recruit people to teach. However, in the absence of a funding increase, the Center will maintain the current staffing levels in the coming year.
   a. The Center will rely on the recently-hired student worker to assist with the Center’s administrative work related to fundraising.
   b. The Center will seek assistance from staff in university offices for tasks related to public relations, media relations, collaborating with university groups, and applying for grants (see ‘university-level issues’ section below).
   c. Academic Affairs will work with the Centers and Institutes Advisory Board and various university offices to improve and ensure the continuation of services provided to all Centers and Institutes, including the Labor Education Center, such as media services (internal and external), grant search and writing services, technology services, and others. Specific commitments in this regard are detailed in item #15 of the General MOA for all Centers & Institutes.

3. *Seek ways to integrate into and expand mission within the university.* In the coming year, the Center will look for ways to connect itself more closely to the School and to the University.
   a. The Center will continue its work with SNL to develop a “Work Studies” concentration as part of SNL’s B.A. degree program. The sequence of courses is pending approval from the School’s Curriculum Committee.
b. The Center will work with SNL to bring the Center’s students more easily into SNL’s programs, such as having students pre-certified in SNL competencies. The dean agrees that this process of certifying competencies could be smoother and will recommend that the BA curriculum committee look into it.

c. The Center will consider ways it might contribute to other academic programs within DePaul, such as contributing to/offering courses in Commerce/Management, in Industrial/Organizational Psychology, or History.

d. The Center will explore ways to strengthen the connection to the university’s community-based service learning and community outreach goals, since the Center’s activities are closely related to this aspect of the university’s mission.

e. The Office of the AVP for Academic Affairs will do what it can to promote all of the Centers & Institutes internally, including the Labor Education Center.

4. Increase visibility at DePaul and in Chicago. The Center will work to increase awareness of its mission and programs at DePaul and in the city. In addition to its efforts to integrate into the mission of DePaul (see #3 above),
   a. the Center will develop a brochure about the high-school program for outreach and recruitment; and
   b. the Center will continue the development of its web page with information about mission and programming.

5. Improve database. The Center will work to improve the quality of the database which tracks participants in the program. Currently the database is inconsistent and repetitious. The improved database will help the Center track students before and after graduation, and it will help the Center develop programming to draw students back to the center and keep them connected with it.

Issues on which there is joint commitment to continue working

1. Accounting of overhead costs. The director requests that the Center be provided with a detailed accounting of the indirect costs for which the Center is charged. The APRC Chair and AVP for Academic Affairs have noted that this is an important issue that affects not only this particular center, but also other centers throughout the university, and recommend that this issue be raised with the Centers & Institutes Advisory Board. As part of the General MOA for Centers & Institutes (item #15b), the Executive Vice President agreed to encourage university offices, including as the Controller’s Office, to work with the Centers & Institutes Advisory Board to find ways to make it easier for centers to negotiate financial matters, including budget management, with the university. Given that commitment, the request for accounting of indirect costs may be pursued collectively through the Centers & Institutes Advisory Board.

2. Provision of office space, classroom space, and updated facilities. The director requests that the university and college continue to provide office and classroom space for the center’s activities, including updated equipment and facilities as part of the office space, otherwise she fears that inadequate space and equipment, along with the current level of overhead expenses and the expectation of increased contributions in future years will soon make the center’s situation untenable. The Dean notes that in the past the school has provided space furnishings, and
equipment because these were available, but that without a revenue contribution from the Center, SNL cannot take on the responsibility for upgrading furnishings and equipment. The APRC chair suggests that the issue of space/facilities provision be negotiated between the Center and the college as part of the ongoing planning for and operation of the center, and that if resources of the Center and the college simply proved inadequate to the Center’s immediate needs, that the Center address an appeal to the university for a special intervention so its voice and that of its constituencies can continue to be heard at DePaul.

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.

Signed:

Emily Rosenberg
Center Director

Margaret Oppenheimer
Chair of APRC Subcommittee

Paul F. Camenisch
Chair of APRC

Susanne Dumbleton
Dean of the College

Charles R. Strain
Associate V.P. Fr Academic Affairs