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. **Complete growth plan.** In the coming year, the Small Business Institute will complete a plan for its growth. As part of its expanded activities, the Institute will consider the following:
   a. expand its work in the Humboldt Park community, seeking clients from this area to participate as partners in the ICS 394 course;
   b. include graduate-level service-learning courses in addition to the undergraduate courses;
   c. encourage faculty from other departments such as Accounting and Marketing to get involved; the Institute may offer a faculty development workshop on how to teach this type of service learning course and may collaborate with the Office of Community-based Service Learning in this endeavor.

2. **Improve assessment.** The Institute currently assesses the ICS 394 course with a variety of evaluation forms, including a client feedback form for the business partners, and a course evaluation form for the students. The clients are also screened prior to acceptance as a partner in the course. The Institute will continue these current assessment methods and will consider a more long-term, post-service evaluation. The Institute will use the results of this assessment to inform its growth plan and the direction of its future activities.

3. **Investigate sources of additional funding.** While the SBI is non-revenue-generating, it will seek additional funding from external sources to support some of its expanded activities, especially money to support staff, faculty stipends, and student fieldwork experiences. The director will work with the AVP to develop a budget and proposal to seek funding from the Steans Challenge, since the Institute’s activities are in service to the community. Increasing alumni involvement may also be a way to identify additional sources of external funding (see below).

4. **Connect with alumni.** The Institute will work to strengthen relationships with Commerce alumni who have participated in the ICS 394 class with the Small Business Institute. The director notes that alumni who are in business now could be potential clients, or possibly potential donors to support the Institute’s activities. The director will consider some form of regular, formal communication with alumni about the Small Business Institute’s activities as a way to cultivate their involvement.

5. **Collaborate with other centers.** The Institute will continue to collaborate with other centers and departments in Commerce and at DePaul. Some of the collaboration within the College of Commerce may be formalized under a new center being created, the Hughes Entrepreneurship Center, made possible through a gift from an external donor.

### Issues on which there is joint commitment to continue working

1. The Institute is receptive to exploring relationships with other Colleges with similar learning environments, such as the School for New Learning.

2. The Institute would like to increase its visibility outside the university.

### 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.*