To: Academic Program Review Committee

From: Charles R. Strain

Subject: Progress Report to the Academic Program Review Committee Regarding General Items in MOA for Centers and Institutes.

Date: June 25, 2003

Cc. Richard J, Meister, EVP for Academic Affairs

Academic year 2002-2003 presented some challenges in meeting all of the items agreed to in the general MOA for Centers and Institutes. The challenges stem from transitions the Offices of the EVPs for Academic Affairs and Operations, from changes in the leadership in key Operations departments, from a reorganization of the C and I Advisory Board and, simply, from the number of MOA items. Nevertheless, progress on numerous fronts has been made. More will be made in 2003 – 04 now that the transitions in key offices have been made and the C and I Advisory Board has been reconstituted.

I am providing the APRC with a summary of actions taken or scheduled to be taken on each of the 15 MOA items.

A. Structural and Organizations Issues

1. This item reflects the standard categorization that we have used for C and Is. It indicates that the deans have a specific responsibility for clarifying the missions of C and Is under their jurisdiction. Consult the reports from the individual deans for further information.

2. This item focuses on the responsibility of each college to contribute to the Vincentian mission of the University and of the dean to clarify what role, if any, individual C and Is will play in carrying out this mission. Consult the reports of deans for information on progress in this regard. In 2002-03 the Executive Vice President for Academic Affairs discussed the topic of Centers and Institutes at the June meeting of the Academic Council. The issues discussed with the deans, VPs and academic Affairs staff at the meeting included: history of DePaul’s efforts to meet the challenges of Goal III including successes and pitfalls; the strengthening of management controls for large-scale, grant-funded operations; the need to strengthen the deans authority and accountability for Goal III efforts in his or her college and for the work of the C and Is; the development of the “seed fund;“ future development of guidelines for deans in
overseeing the work of C and Is; and the importance of deans devoting some college resources to achieving the University’s Vincentian mission

3. A strengthening of the University’s oversight function for grants’ management has been put in place. Training of budget managers so that they are aware of pertinent internal and external regulations regarding human resource management and handling of grants-related contracts is going forward. Operations has developed compliance policies regarding these regulations.

To help develop and to write grant proposals LA and S had added an administrative position and the new deans of both Law and Education are becoming more active in efforts to raise money for Centers and Institutes.

4. Expectations regarding fee for service programs. The EVP for Academic Affairs has set contribution margins with programs located in the College of Commerce. Conversations have occurred among the EVP, the Dean of Commerce and the Vice President for Lifelong Learning and Suburban Campuses. The two new EVPs are putting the issue of university expectations of certificate programs on the table for further discussion. Finally, OCPE made a presentation at the annual meeting of C and Is so that all C and Is might be clearer on what services OCPE has to offer.

5. Some units e.g. (Driehaus Center, Steans Center) are called centers but are, more properly speaking, administrative support units. We have clarified this distinction and such units will not be reviewed as part of the C and I cycle in future program reviews.

6. This MOA item focused on establishing a number of guidelines for monitoring the quality and effectiveness of C and Is. The C and I Advisory Board has established a number of subcommittees that are working on the details listed under item #6. A subcommittee on assessment has begun discussions with the Office of Teaching Learning and Assessment. At its spring meeting the C and I Advisory Board discussed with the Director of the TLA office a rough draft of a modification of the University’s assessment policies to fit with the nature of the work of C and Is. The intent is that C and I will begin annual assessment in 2003-04. The task of drafting other items under #6 has been assigned to the Executive Committee of the C and I board.

7. A draft of policies addressing the issues under #7 will also be developed by the Executive Committee of the C and I board.

8. The modification of the membership of the C and I board and the annual meeting have been accomplished.
9. The base-budgeted seed fund referred to under #9 has been created beginning with fiscal year 2003-04. The fund will be administered by the AVP for Academic Affairs. A subcommittee of the C and I Advisory Board has developed an initial draft of guidelines for the review of proposals and the awarding of seed funds.

10. The Office of the AVP for Academic Affairs has provided the assistance proposed under #10. This has included a complete refurbishing and updating of the C and I website, the establishment of a database for C and Is, the creation of an events calendar, and logistical and secretarial assistance for the Advisory Board. This assistance will be provided on an on-going basis.

11. The annual meeting of the C and I directors with the EVP for Academic Affairs was held in November, 2002.

12. The AVP for Academic Affairs has encouraged collaboration of C and Is particularly regarding the Steans Challenge (see #13). We have not yet produced the column for the Academic Affairs Quarterly.

13. In Summer, 2002, Charles Strain and Laurie Worrall held meetings with every dean who has a center under his or her jurisdiction (except for Education where the office was vacant in Summer, 2002). We also held meetings with 16 Centers directors. The focus of the meetings was to explain the Steans Challenge, and to explore possible projects that might fall under the Challenge. At the annual meeting Strain made a presentation to all of the center directors about the Challenge and possible collaborations with the Steans Center. At the spring meeting of the C and I Advisory Board, Laurie Worrall discussed possible collaborations with the Steans Center and Brenda Wilson-Hale, director of development, discussed the Steans Challenge.

14. The matching fund promised to assist C and Is in gaining external funds from private sources for projects that meet the criteria of the Steans Challenge has also been created and will be available beginning in fiscal 2003-04. The fund will be administered by the AVP for Academic Affairs. Guidelines for the review of proposals and the awarding of funds are being developed by a sub-committee of the C and I Advisory Board.

15. This item has been the most difficult to accomplish because of the transitions in key operational offices. As mentioned above, the C and I Advisory Board has held meetings requested under 15c. Other MOA items report headway with key University support offices. The C and I Advisory Board will poll C and I directors regarding issues that are most pressing and will schedule meetings with key operations officials, beginning with the EVP for Operations, in 2003-04.