DePaul University Academic Program Review
Cycle 7: Spring 2004--Spring 2005

Memorandum of Agreement – October 2005

Teaching & Learning Resources--Museums

As a result of the seventh cycle of DePaul University's Academic Program Review Process (Cycle 7), 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.

Academic Affairs Commitments for the Academic Year 2005 – 2006:

I. Strategic Vision
   A. The AVP for Academic Affairs and the AVP for Teaching & Learning Resources will work toward an integration of the university's strategic planning process and the Museum's future plans. This integration will assist in shaping the Museum in a manner consistent with DePaul University's distinctive mission, its on-going evolution, and its focus on teaching and student learning.

II. Funding
   A. The AVP for Academic Affairs and the AVP for Teaching & Learning Resources will initiate conversations regarding support for Museum resources as part of the university strategic planning and budgeting processes both for new initiatives resulting from the strategic plan as well as maintaining support for the curricular and research needs of the university served by the museums.

III. Resources
   A. The AVP for Academic Affairs and the AVP for Teaching & Learning Resources will work with the Office of Media Relations and Development to promote the museums as a teaching and learning resource.

Museums Commitments for the coming Academic Year 2005 – 2006:

I. Administrative Matters
   A. Establish clearer structures for working with university offices such as Media Relations and Development and the Office of Development

II. Expanding Constituencies
   A. The Director of Museums will explore how the Faculty Advisor Board might be useful in expanding Museum’s university constituencies.
B. The Director of Museums and the AVP of TLR will monitor university plans for Loop expansion and will, as appropriate, investigate the possibility of Loop gallery or other ways to increase the presence of the Museum on the Loop campus.

C. The Director of Museums will investigate ways to enhance awareness of the museum in Lincoln Park area and in the city.

D. The Director of Museums will seek to enhance links with ethnic museums and organizations and continue building collection to reflect the diversity of DePaul and its immediate setting.

III. Assessing & Enhancing Education Mission

A. The Director of Museums will seek more effective ways to expand course-related use of the museum’s resources beyond LAS, and especially beyond Art and Art History which, understandably, is currently the major user.

B. The Director of Museums will state more explicitly and publicize more directly to faculty and students the Museum’s pedagogical function and potential, and work with the Deans to announce future events at faculty meetings and faculty orientation.

C. The Director of Museums will investigate ways other than attendance tallies and visitor comments to assess the museum’s educational effectiveness in relation to university learning goals and other relevant criteria (e.g., interviews with department chairs and faculty users re their experience with the museum and its programs).

D. The AVP for Teaching & Learning Resources with the Directors of Libraries, ITD and Museums will contact the Office for Teaching, Learning and Assessment with the purpose of identifying appropriate assessment processes and plans for their implementation.

IV. Infrastructure

A. The Director of Museums will share with the AVP for TLR prioritized action items in terms of largest impact and greatest need compared to costs involved. Additionally, the Director will identify the challenges present and make recommendations for addressing the challenges.

B. The Director of Museums with the AVP of TLR will seek equipment to attain appropriate humidity levels in areas where collections are displayed and maintained in order to maintain proper stewardship of university assets.

C. The Director of Museums will address needed security upgrades and storage area modifications with the AVP of TLR and will work with appropriate university offices in this endeavor.

V. General Programming

A. The Director of Museums will examine the ratio of exhibitions to ancillary programming possibilities (lectures, etc.), and determine the ratio
most appropriate for the Museum and DePaul in light of available resources, audiences, etc. where possible additional programming will be put into place.

VI. Personnel Needs

A. The Director of Museums will document staffing needs and determine how to make the most effective use of current staff through workflow analysis, cross-training, etc.

B. In light of overall Museum strategies and Teaching & Learning Resources strategies the Director of Museums will assess personnel needs and seek funding for top priorities. The Academic Program Review Committee strongly supports the submission of a job description and future hiring of a curator position.

Signatures:

EVP for Academic Affairs

[Signature]

Date

AVP for Academic Affairs

[Signature]

Date

Unit AVP

[Signature]

Date

APRC Chair

[Signature]

Date

APRC Subcommittee Representative

[Signature]

Date

Unit Committee Representative

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Date