

**APPLICATION FOR
CENTER OF EXCELLENCE DESIGNATION
AT
COLLEGE OF DuPAGE**

October 1, 2009

Application for Center of Excellence at College of DuPage

The Center of Excellence designation is determined by a set of direct and indirect measures that identify the applicant as being a top-rated College of DuPage program or discipline. As a Center of Excellence, the program stands out among other College of DuPage academic entities as well as among other national programs. The application process is meant to be rigorous. A selection of a program or discipline as a Center of Excellence is not mandatory for each review cycle.

This initial application is a summary of the measures a program or discipline must meet in order to be considered a Center of Excellence at College of DuPage. There are direct measures and indirect measures. The applicant will need to have met seven of the eight direct measures and six of the seven indirect measures at the meets or exceeds level.

If one of the measures is not appropriate for a program or discipline, the applicant should indicate why the measure is not applicable. The applicant should not merely respond with Yes or No but rather explain how the program or discipline meets or does not meet the measure.

If a program or discipline is selected by the President as a Center of Excellence, the designation will be for a three-year cycle. The program or discipline must submit a self assessment to the President at the end of years one and two validating that the program or discipline continues to meet the criterion as a Center of Excellence. At the end of year three, the program or discipline must submit a new application to the Application Review Committee for consideration to continue the designation as a Center of Excellence.

The program or discipline will receive the following categories of recognition and awards as a Center of Excellence:

A. Monetary award of \$50,000 each year for three years to be used for the following, or some combination of the following:

1. Purchase of equipment
2. Facility improvement
3. Grant match
4. Consultant fees
5. Student scholarships
6. Conference fees or professional development
7. Another use defined by the program or discipline, subject to President or his designee's approval

B. The program or discipline will receive the following Institutional communication:

1. Public recognition at annual College-wide events
2. Plaque for display in Board Room
3. Publicity in established College publications
4. Program or discipline specific advertising, marketing and signage

Process for Centers of Excellence Application and Review by Committee

The process leading to the designation of Center of Excellence is meant to be rigorous. Selection of a program or discipline for this recognition is not mandatory for each review cycle.

The President appoints members for the Application Review Committee (ARC) for a two-year appointment. The Committee will make recommendations to the President for a program or discipline to be considered a Center of Excellence.

1. The Committee should be composed of:
 - a. Three Academic Administrators with one representative from each Academic Division.
 - b. Three Faculty with one faculty from each Academic Division
 - i. At least one CTE Faculty
 - ii. At least one Transfer Faculty
2. The Committee will review applications annually with an April 1st application submission deadline date each year. The Committee will meet and make their recommendation to the President by the end of spring term each year.
3. If the Committee does not recommend a particular applicant to the President, the Committee will return the application to the appropriate program or discipline with recommendations for improvement.

Application

DATE: _____

Name of Program/Discipline: _____

Contact Name(s): _____

Contact Phone(s): _____

Direct Measures

For complete consideration, seven out of eight of the direct measures must be met. If an applicant does not meet seven out of eight measures, the applicant must describe why specific measures do not apply.

Enrollment Growth: The program or discipline has a minimum of 100 student FTE and has either exceeded the President's Institutional Priorities for enrollment growth for the previous five-year period or maintained their student capacity.

Retention: The retention in the program or discipline should be (1) sigma or 5% above institutional average for the previous five-year period.

Grant Size: The program or discipline can demonstrate significant and consistent generation of outside support over a five-year period through grants (\$20,000 or higher), donations or other monetary awards; or the program or discipline regularly contributes services of significant monetary value (\$20,000 or higher) to the community through community outreach efforts.

National Accreditation: The program or discipline has received outside validation through the highest level of national accreditation available to the program.

Articulation/Transfer Agreements: The program or discipline has two or more articulation/transfer agreements with colleges and universities, or general education disciplines core curriculum meets IAI criteria.

Awards: The program or discipline has received awards from outside agencies, industry groups or organizations recognizing program excellence.

Student Success: The success rate (students completing a course with a C or better) should be (1) sigma or 5% above institutional average for the previous five-year period.

Student Satisfaction: Student satisfaction exceeds institutional average for the previous five-year period.

Direct Measures

The measures are described above. A complete description of how the applicant meets these measures with pertinent statistics or data must be included with the explanation below.

If there is additional information that may strengthen the application, please include this in the appropriate categories below. These direct measures will be reviewed by the Application Review Committee on an objective basis.

Enrollment Growth Measure**Retention Measure****Grant Size Measure (or program contribution of monetary value)****National Accreditation Measure****Transfer Measure****Program Awards Measure**

Student Success Measure**Student Satisfaction Measure****Indirect Measures**

For complete consideration, the applicant must meet six out of the seven indirect measures. Other indirect evidence may be included in addition to the following measures. If an applicant does not meet six out of seven measures, the applicant must describe why specific measures do not apply.

Recognition: The program is recognized regionally or nationally for workforce education or transfer discipline education.

Program Viability: The program or discipline can demonstrate long-term viability through U.S. government employment projections.

Faculty Credentials: Faculty credentials are exceptional: 75% of the program of discipline faculty have a terminal degree in their field, evidence that faculty engage in continuing education or professional development, faculty hold licensure or certification(s) as applicable.

Curricula: The program or discipline has a modern, up-to-date curriculum using progressive teaching methodology.

Program Facility: The program or discipline facility and equipment are state-of-the-art.

Faculty Recognition: Faculty has received regional or national industry recognition, or recognition for scholarly work.

Improved Learning Outcomes: The program or discipline can demonstrate improvement of learning outcomes as reported in the College's Program Review.

Other: (In addition to six out of seven measures listed above)

Indirect Measures

The measures are described above. A complete description and evidence of how you meet these measures with pertinent statistics or data must be included with your explanation.

If there is additional information that may strengthen the application, please include in the appropriate categories below. These indirect measures will be reviewed by the Application Review Committee on a subjective basis.

Program Recognition Measure**Program Viability Measure****Faculty Credentials Measure****Curricula Measure****Program Facility Measure****Faculty Recognition Measure**

Application Review Committee's Narrative Recommendation

_____ We support this application for the following reasons:

_____ We do not support this application for the following reasons:

We have reviewed this application on _____ with applicant(s).
(Date)

Committee member signatures
Faculty:

Administrators:

Dean's Narrative Recommendation

_____ I support this application for the following reasons:

_____ I do not support this application for the following reasons:

I have reviewed this application on _____ with applicant(s).
(Date)

Dean

Applicant(s)

Vice President of Academic Affairs Narrative Recommendation

_____ I support this application for the following reasons:

_____ I do not support this application for the following reasons:

Vice President of Academic Affairs

Date

Verification of Statistics and Data Included in this Application

Vice President of Research and Planning

College of DuPage Auditor

Date

President's Approval

_____ I approve this application.

_____ I do not approve this application.

President of College of DuPage

Date