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Educational Policies Committee Program Proposal, College of Humanities and Social Sciences, January 20, 2017 – Graduate Certificate in Archiving and Public Programming

Utah State University

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**Utah System of Higher Education
New Academic Program Proposal
Cover/Signature Page - Abbreviated Template**

Institution Submitting Request: Utah State University
 Proposed or Current Program Title: Graduate Certificate in Archiving and Public Programming
 Sponsoring School, College, or Division: CHASS
 Sponsoring Academic Department(s) or Unit(s): Department of English/Folklore Program, Department of History, Special Collections & Archives, Merrill-Cazier Library, USU Library
 Classification of Instructional Program Code¹ : 25.0103 Archives/Archival Administration
 Min/Max Credit Hours Required of Full Program: 12 / 12
 Proposed Beginning Term²: Fall 2017
 Institutional Board of Trustees' Approval Date: 01/06/2017

<input type="checkbox"/> Certificate of Proficiency	<input type="checkbox"/> Entry-level CTE CP	<input type="checkbox"/> Mid-level CP
<input type="checkbox"/> Certificate of Completion		
<input type="checkbox"/> Minor		
<input checked="" type="checkbox"/> Graduate Certificate		
<input type="checkbox"/> K-12 Endorsement Program		
<input type="checkbox"/> NEW Emphasis for Regent-Approved Program		
<input type="checkbox"/> Out of Service Area Delivery Program		

Chief Academic Officer (or Designee) Signature:

I, the Chief Academic Officer or Designee, certify that all required institutional approvals have been obtained prior to submitting this request to the Office of the Commissioner.

Laurens H. Smith _____

Date: January 4, 2017

I understand that checking this box constitutes my legal signature.

¹ For CIP code classifications, please see <http://nces.ed.gov/ipeds/cipcode/default.aspx?y=55>.

² "Proposed Beginning Term" refers to first term after Regent approval that students may declare this program.

Utah System of Higher Education
Program Description - Abbreviated Template

Section I: The Request

Utah State University requests approval to offer the following Graduate Certificate: Graduate Certificate in Archiving and Public Programming effective Fall 2017. This program was approved by the institutional Board of Trustees on January 6, 2017.

Section II: Program Proposal/Needs Assessment

Program Description/Rationale

Present a brief program description. Describe the institutional procedures used to arrive at a decision to offer the program. Briefly indicate why such a program should be initiated. State how the institution and the USHE benefit by offering the proposed program. Provide evidence of student interest and demand that supports potential program enrollment.

Request is for the creation of an interdisciplinary graduate certificate in Archiving and Public Programming. The certificate is for graduate students currently enrolled in a course of study. The certificate provides a pathway for experience and training in archiving and public programming, defined as the combination of cultural content studies (such as history, folklore, cultural anthropology, etc.), media, and management skills to plan and implement public cultural programs in government and non-profit settings. Curriculum includes a required course in archiving, a related one-semester internship, and two additional elective courses chosen from a menu of options focusing on management or public presentation.

Labor Market Demand

Provide local, state, and/or national labor market data that speak to the need for this program. Occupational demand, wage, and number of annual openings information may be found at sources such as Utah DWS Occupation Information Data Viewer (jobs.utah.gov/jsp/wi/utalmis/gotoOccinfo.do) and the Occupation Outlook Handbook (www.bls.gov/oco).

Graduate students in folklore, history, anthropology and other disciplines who seek employment in public, state, and non-profit institutions need further professionalization and skills in archiving and public programming. Although this certificate is not a full degree in archiving, it provides an opportunity to acquire some "core archival knowledge," defined by the Society of American Archivists as the "theoretical and practical basis necessary to work as a professional archivist," and which is obtained by the required courses. "Complementary knowledge," which is also recommended by the Society of American Archivists in developing a curriculum, allows students to specialize in specific disciplines in relation to archival work. Here it is provided by the students' home department. Additional skills in cultural presentation and management are provided by the electives and required internship. This certificate is necessary because the state of Utah does not have a graduate Library Information Science degree, where archiving experience is normally obtained. Therefore, this certificate fills a statewide gap in training and preparation.

Consistency with Institutional Mission/Impact on Other USHE Institutions

Explain how the program is consistent with the institution's Regents-approved mission, roles, and goals. Institutional mission and roles may be found at higheredutah.org/policies/policyr312/. Indicate if the program will be delivered outside of designated service area; provide justification. Service areas are defined in higheredutah.org/policies/policyr315/.

This certificate is consistent with USU's mission as both a research-oriented, doctoral granting university and as a student-centered land grant university because it transmits professional knowledge through additional training and education at the graduate level. The training and knowledge acquired are designed to fill public service positions in cultural affairs in primarily government or non-profit settings.

Finances

What costs or savings are anticipated in implementing the proposed program? If new funds are required, indicate expected sources of funds. Describe any budgetary impact on other programs or units within the institution.

There are no additional expected costs associated with the certificate because it uses already-existing courses.

Section III: Curriculum

Program Curriculum

List all courses, including new courses, to be offered in the proposed program by prefix, number, title, and credit hours (or credit equivalences). Indicate new courses with an X in the appropriate columns. The total number of credit hours should reflect the number of credits required to receive the award. **For NEW Emphases, skip to emphases tables below.**

For variable credits, please enter the minimum value in the table below for credit hours. To explain variable credit in detail as well as any additional information, use the narrative box below.

		Course Number	NEW Course	Course Title	Credit Hours
General Education Courses (list specific courses if recommended for this program on Degree Map)					
General Education Credit Hour Sub-Total					
Required Courses					
+	-	HIST 6840		Archives Management/Archives Internship	3
Choose 1 of the following courses:					
+	-	HIST 6500		Archiving Internship	3
+	-	HIST 6540		Museum Internship	3
+	-	ENG 6900		Graduate Internship	3
Required Course Credit Hour Sub-Total					6
Elective Courses					
+	-			(see below)	
Choose of the following courses:					
+	-				
+	-				
Choose of the following courses:					
+	-				
+	-				
Choose of the following courses:					
+	-				
+	-				
Choose of the following courses:					
+	-				
+	-				

		Course Number	NEW Course	Course Title	Credit Hours
Choose 2 of the following courses:					
+	-	ANTH 6400		Collections Management	3
+	-	ARTH 3820		History of Early Photography	3
+	-	ARTH 3830		History of Contemporary Photography	3
+	-	ARTH 6270		Graduate Native North American Art	3
+	-	CMST 4350		Organizations and Social Change	3
+	-	ENGL 6430/7430		Publications Management	3
+	-	ENGL 6460/7460		Studies in Digital Media	3
+	-	ENGL 6470/7470		Studies in Specialized Documents	3
+	-	ENGL/HIST 6700		Folklore Theory and Methods	3
+	-	ENVS 3400		Fundamentals of Tourism	3
+	-	HIST 4880/6880		History Workshop: Special Topics	3
+	-	ITLS 5215/6215		Digital Video Capture and Production I	3
+	-	ITLS 5220/6220		Digital Video Capture and Production II	3
+	-	ITLS 5245/6245		Interactive Multi-Media Production	3
+	-	ITLS 5265/6265		Internet Development	3
+	-	ITLS 6760		Grant Writing	3
+	-	JCOM 4040		Social Media	3
+	-	JCOM 5230		Advanced Video Documentary Production	3
+	-	JCOM 5320/6320		Public Relations Agency	3
+	-	MIS 5650/6650		Advanced Website Development	3
+	-	MIS 6230		Management of Database Systems	3
+	-	MGT 5310		Non-Profit Management	3
+	-	MGT 6370		Project Management	3
+	-	MGT 6470		Project Planning and Execution	3
+	-	MUSC 3970		Non-Profit Arts Management	3
+	-	CCA 3060		Quantitative Methods for the Arts	3
+	-	NEPA 6260		Cultural and Natural Resource Management	3
+	-				
Elective Credit Hour Sub-Total					6
Core Curriculum Credit Hour Sub-Total					12

Program Curriculum Narrative

Describe any variable credits. You may also include additional curriculum information, as needed.

Students must take HIST 6840 Archives Management as the core course. A 3 credit internship is required, but students may register for internship credit through their home department's course numbers if available. Students will choose two additional 3 credit courses from the electives menu. Students may also petition the advisor for a course not listed to fulfill the elective requirements if an argument can be made that it is relevant to the goals of the certificate and the student's course of study. Students wanting to take an upper-division undergraduate course to fulfill the certificate requirements must make arrangements with the course instructor to do additional work for graduate credit and obtain prior approval from the certificate advisor.

Degree Map

Degree maps pertain to undergraduate programs ONLY. Provide a degree map for proposed program. Degree Maps were approved by the State Board of Regents on July 17, 2014 as a degree completion measure. Degree maps or graduation plans are a suggested semester-by-semester class schedule that includes prefix, number, title, and semester hours. For more details see <http://higheredutah.org/pdf/agendas/201407/TAB%20A%202014-7-18.pdf> (Item #3).

Please cut-and-paste the degree map or manually enter the degree map in the table below