

Shepherd University Board of Governors  
March 8, 2007  
Agenda Item No. 8

## **MASTER OF ARTS IN PUBLIC HISTORY**

At its October 2006 meeting the Board of Governors authorized the President to seek the Chancellor's approval for Shepherd University to formally develop a plan for the offering of a Master of Arts, Liberal Studies. That approval was granted and the University has been working closely with the Higher Education Policy Commission staff since that time to develop a program which would be acceptable to the HEPC and to the Commission on Institutions of Higher Education of the North Central Association of Colleges and Schools.

The following resolution is recommended for adoption by the Board:

**RESOLVED**, that the Shepherd University Board of Governors approves the initiation of the Master of Arts in Public History program, effective August 2008; provided, that the foregoing approval is subject to accreditation being approved by the Commission on Institutions of Higher Education of the North Central Association of Colleges and Schools prior to such initiation; provided further, that the foregoing approval is subject to the authorization to proceed of the Higher Education Policy Commission prior to such initiation.

# Shepherd University

March 8, 2007

## Master of Arts in Public History

Shepherdstown, West Virginia

To begin Academic Year 2008-2009

The Master of Arts in Public History at Shepherd University is a degree program designed for graduates of traditional history or social studies programs and historians working in state and national historic sites in our region. By allowing professional historians to earn a master's degree while still continuing their current employment, the program will provide much-needed educational opportunities and career advancement for those already in the fields of education or public history, while at the same time opening further avenues of employment for individuals seeking jobs in this growing discipline. The program will include pertinent core courses both in traditional history and public history, as well as a nine-hour internship at a museum, historic site, or archival repository. All students will complete a core that includes six credits of historiography in American history, six credits in public history-specific courses, and a nine-hour internship. Fifteen credit hours in history, public history or other approved electives (such as environmental science) will complete the thirty-six hours required for graduation. In addition, students will demonstrate competency in a foreign language or GIS (geographic information systems) before the degree of Master of Arts is awarded.

### 3.9 Program Description

#### Master of Arts in Public History

##### *General Overview*

The Master of Arts in Public History program at Shepherd University is ideally situated in a virtual public-history classroom: the historic sites, museums, and archival and special collections repositories of this region, such as Antietam National Battlefield, The Robert C. Byrd Center for Legislative Studies, The George Tyler Moore Center for the Study of the Civil War, The U.S. Army Heritage and Education Center, South Mountain Battlefield State Park, the Chesapeake and Ohio Canal National Historical Park, The National Museum of Civil War Medicine, The National Archives and Records Administration, The Library of Congress, Gettysburg National Military Park, Eisenhower National Historic Site, the museums of the Smithsonian Institution, as well as several fine local historical societies, such as those in Jefferson and Berkeley counties in West Virginia and in Washington County, Maryland. The Master of Arts in Public History offers general and specialized courses of study designed with the needs of currently employed public historians/educators in mind, as well as for graduates of traditional history programs or related fields, such as American Studies or Historic Preservation. The program will prepare students for careers or career advancement in historic preservation, heritage tourism, cultural resource management, historic site interpretation, and museum and archival management.

All students in the program will take a twenty-one hour core that includes six hours of historiography in American history, six hours of public history-specific courses (“Introduction to Public History” and “Public History Seminar”), and nine hours of internship in public history. The remaining fifteen hours required for graduation will be electives in history, environmental science, or anthropology. When deciding what electives to take, students may want to emphasize a specific field in public history (such as historic preservation or cultural resource management), or they may want to pursue a broader approach by taking electives across several fields/disciplines.

##### *Internship Requirements*

All students must complete an internship at an historic site, historical society, museum, archival/special collections repository, or other similar activity approved by the student’s advisor. Internships provide students with the opportunity to work with community members, regulatory agency staffs, and resource managers on collaborative projects. In addition to completing all requirements mutually agreed on by the internship host, student and student’s advisor, the student will be required to complete a major research project, such as a museum exhibit, research paper, documentary film, or other relevant project.

##### *Final Oral Examination*

A final oral examination will be required of all master’s degree candidates in the final semester of the program. This examination will be scheduled one semester in

advance. The student will be asked one question by each of the four faculty members on their committee. Each question will require a synthesis of one of the courses taken by the student. Students will be given time to answer the question, followed by follow-up questioning and discussion with faculty.

### 3.9.1 Program Objectives

The Master of Arts in Public History at Shepherd University will provide the academic foundations and hands-on training in public history to allow graduates to gain employment in the various fields of public history; to enhance the careers and upward mobility of those already working in the field; and to provide area history/social-studies educators with a different venue for professional development other than the standard masters' programs in education.

### 3.9.2 Program Identification

The proposed program falls under the category Public/Applied History and Archival Administration, ID number 54.0105 in the Classification of Instructional Programs (CIP) standards developed by the US Department of Education.

### 3.9.3 Program Features

#### 3.9.3.1 Admissions Standards

Entrants must have completed a bachelor's degree in history or related field or, if their bachelor's degree is in an unrelated discipline, have at least 24 undergraduate credit hours in history. Prior practical experience in the field of public history also will be considered in the case of those applicants who do not possess a degree in history or a related field, or do not have at least 24 undergraduate credit hours in history. Applicants must also take the Graduate Record Examination (GRE) and submit their scores to Shepherd University.

#### 3.9.3.2 Program Requirements

#### **Core.....21 Credit Hours**

HIST5XX Introduction to Public History	3
HIST5XX Public History Seminar	3
HIST5XX Public History Internship	9
HIST5XX US History/Historiography to 1865	3
HIST5XX US History/Historiography since 1865	3

#### **Electives.....15 Credit Hours**

HIST5XX Civil War America, 1850-1865	3
HIST5XX Reconstruction Era, 1865-1877	3
HIST520 Studies in American Colonial History	3
HIST521 Studies in the Era of the American Rev.	3
HIST573 American Society in an Era of Crises	3
HIST 574 Modern East Asia	3

HIST5XX	The United States and WWII	3
HIST5XX	World War I	3
HIST5XX	The Old South	3
HIST5XX	Jacksonian Era	3
HIST5XX	The Early Republic	3
HIST5XX	Evolution of European Government	3
HIST5XX	Oral History	3
HIST5XX	Archival Management	3
HIST5XX	African-American History	3
ENVS5XX	Historic Preservation	3
ENVS5XX	Battlefield Preservation	3
ENVS5XX	Environmental Law & Regulation	3
ENVS5XX	Park Management	3
ENVS5XX	Land Use Planning	3
ENVS5XX	American Decorative Arts	3
ENVS5XX	Documentation of Historic Properties	3
ENVS5XX	Preservation Technology	3
ENVS5XX	Environmental History	3
ANTH5XX	Intro to Museum Studies	3
ANTH5XX	Archaeological Field Methods & Lab	3
ANTH5XX	Historic Architecture in the US	3
ANTH5XX	Historical Archaeology	3

**TOTAL DEGREE REQUIREMENTS.....36 Credit Hours**

See Appendix B for syllabi of existing graduate courses in history (taught as part of the Masters of Education program).

**3.9.4 Program Outcomes**

Graduates of this program will be qualified to enter into the various fields of public history, including cultural resource management, heritage tourism, museums, historical interpretation, historic preservation, and government/administrative history. Those currently working in public history will see a marked improvement in their agency’s programs, as well as enhancing their chances for career advancement. Educators teaching in the public schools will have a much broader knowledge of history, and their ability to interpret history to their students will be markedly improved.

**3.9.5 Program Delivery**

All coursework will be delivered at the Shepherdstown Campus with the exception of the internship, which students will complete at various selected locations (such as Antietam National Battlefield, Eisenhower National Historical Site, etc.)

**Section Four: Program Need and Justification**

#### 4.1 Relationship to Institutional Goals and Objectives

The Masters Program in Public History at Shepherd University will provide the academic foundations and hands-on training in public history to allow graduates to gain employment in the various fields of public history; to enhance the careers and upward mobility of those already working in the field; and to provide area history/social-studies educators with a different venue for professional development other than the standard masters' programs in education.

The Shepherd University Mission Statement specifically states, "the University is committed . . . to developing and implementing a selected number of graduate programs" in order to meet its goal of offering "a wide variety of distinguished degree programs and other learning opportunities to both traditional and non-traditional students." This program stems directly from our mission statement, as it is one of the graduate degrees that have been carefully tailored to meet the established professional and educational needs of the Eastern Panhandle of West Virginia and the surrounding region.

#### 4.2 Existing Programs

Marshall University does not offer this degree. West Virginia University offers this degree (120 miles from Shepherdstown) but no other institution in the state offers it. The nearest institution in Maryland is University of Maryland, Baltimore County, 80 miles from Shepherdstown; in the District of Columbia is American University, 79 miles away; in Pennsylvania is Indiana University of Pennsylvania, 161 miles away; and in Virginia is James Madison University, 102 miles away.

#### 4.3 Program Planning and Development

This program has been designed according to the stated needs of local historical sites and institutions, a comparative analysis of several graduate public history programs in the country, and in consultation with the National Council on Public History.

#### 4.4 Clientele and Need

There are three national battlefields (Antietam, Monocacy and Gettysburg), two Maryland state historic sites (South Mountain Battlefield and Fort Frederick), two national historical parks (Harpers Ferry and the Chesapeake and Ohio Canal), the National Conservation Training Center (Shepherdstown), the US National Park Service Mather Training Center (Harpers Ferry), The US Army Heritage and Education Center (Carlisle, PA), several archival repositories in our immediate service region, and many museums, historic sites, and archival repositories in the Baltimore-Washington metropolitan area. At the federal and state agencies in our immediate region there are 719 employees. Many of them require a master's degree for career advancement. In addition, there are seven school districts within easy driving distance of Shepherdstown. Employed by these districts are 711 history or social studies teachers, all possible candidates for the Master of Arts in Public History. See Appendix B for letters of support from some of these agencies.

#### 4.5 Employment Opportunities

Individuals possessing advanced degrees in public history will be excellent candidates for employment at the agencies/institutions cited in paragraph 4.4. This program was also designed to address the needs of currently employed public historians and public educators. This program will not certify individuals to teach, but instead will broaden the knowledge base of history and social studies teachers.

#### 4.6 Program Impact

Though Shepherd University is committed to graduate offerings, it recognizes that undergraduate education will remain its primary mission. Graduate programs will use their own revenues to add faculty lines and clerical support and will not be allowed to draw resources away from undergraduate programs. One of the conditions under which the Board of Governors has allowed graduate programs to proceed at Shepherd is that each program must be financially self-sustaining over the long term. The budgets for all graduate programs at Shepherd have been carefully crafted to achieve this self-sufficiency. Through careful planning and the strategic use of faculty overloads and split-level courses, the History Department and the Institute for Environmental Studies will be able offer 12-15 graduate credit hours per semester with little impact on either department's undergraduate programs during the first two years of the proposed degree. In the beginning of the third year, the budget calls for the addition of a new faculty line (to be shared by the History Department and the Institute of Environmental Studies) which will offset the hours dedicated to the graduate program and result in a small net gain for undergraduate courses as well.

#### 4.7 Cooperative Arrangements

Federal, state, and local agencies (National Park Service, Maryland Dept. of Natural Resources, Jefferson County Historical Society, etc.) have working agreements with the Shepherd University History Department concerning internships and fellowships.

#### 4.8 Alternatives to Program Development

When designing this program, the History Department carefully considered many options. Informal polling was done with supervisors and employees of the region's historical parks, museums, and historical societies to gain their perspective on the types of courses that would improve their ability to perform their jobs and enhance their career development; discussions were held with public history program administrators at other universities during the 2005 Annual Meeting of the National Council on Public History; websites and catalogs were consulted of universities offering graduate programs in public history; departmental and interdepartmental meetings (with the Institute of Environmental Studies) were held to discuss various options. See Appendix C for minutes of these meetings.

Our goal was to develop a program that would give students a thorough grounding in American history, and to a lesser extent, world history, while at the same time providing

public history courses and related courses (such as historic preservation, park management, and historical archaeology) that would give them the skills they needed to work in the field of public history. The most important aspect of the program would be an internship at a historic site, archival repository, historical society, or museum that would allow students to interpret history to the general public and get a feel for the problems associated with public history—personnel administration, budgeting, security issues, property accountability, exhibit design, marketing, policy implementation, etc. Students already working at historic sites, museums or the like would be able to fulfill their internship at their current place of employment but would have to complete all the requirements of the internship as would a traditional student. Educators enrolled in the program would be able to fulfill the internship requirement during the summer.

We initially considered developing a traditional masters program in history, but it was felt that public history would be more marketable to prospective clients in our regions. In addition, several other universities in the region offer traditional masters degrees in history, such as Shenandoah University, James Madison University, WVU, Shippensburg University, and the University of Maryland, to name a few. It was decided that Shepherd could offer a traditional masters degree in history at a later date once the public history program was “up and running.”

## **Section Five: Program Implementation and Projected Resource Requirements**

### 5.1 Program Administration

The Director of the George Tyler Moore Center for the Study of the Civil War will administer the program. Additional clerical assistance will be added in the first five years of the program. The Director of Graduate Studies and the University will provide administrative oversight and clerical support.

### 5.2 Program Projections

See Appendix A

### 5.3 Faculty Instructional Requirements

All of the major instructors of this program have doctorates in history. CVs for current faculty expected to teach in this program are found in Appendix D. Additional fulltime faculty added to the program also will have doctorates, with at least one faculty member holding a PhD in public history. All faculty members will be teaching within their areas of expertise. Part-time faculty will be required to hold a PhD in history, public history, or a related field. Exceptions could be made for instructors who have vast experience in the field of public history (ex: a National Park superintendent who has many years of experience in the field but may only possess a masters degree).

#### 5.4 Library Resources and Instructional Materials

The University clearly understands that, in order to support this new program at the graduate level, it will be important to continue to commit resources to purchase the books and journals that will be necessary for coursework and professional research. A list of relevant materials to the Master of Arts in Public History, along with a proposed budget, will be added at a later date. At a minimum, journals relevant to public history (such as the *Journal of Public History* and *Collections: A Journal for Museum and Archives Professionals*) should have a current subscription and all back issues.

#### 5.5 Support Service Requirements

Currently, all faculty members involved in the Public History program have a computer in their offices with Internet access and software that is needed for classroom instruction, testing and scholarly pursuits. Every faculty member has a private phone with voice mail capability. There is extensive secretarial support to aid with scanning tests, making copies and producing transparencies. Every classroom that will be used in the program features Internet access, and equipment can easily be delivered to each classroom for an instructional period. Many faculty members, for example, use PowerPoint presentations or other ancillary materials that come with the textbook.

There are at least 75 computers among three separate labs located in White Hall, the academic building where most Public History courses will be taught. These labs are used for classroom instruction as well as for student use. Students are all issued e-mail accounts at the time they start their Shepherd University academic life. These instructional resources are adequate to the needs of the proposed Master of Arts in Public History and will not require substantial enhancement before the program can begin.

Other campus support services, such as the bookstore, the library, the health center, and the physical plant have now been involved in graduate education for the past four years. Like the Master of Arts in Public History, most of our other graduate programs hold classes primarily in the evenings, and we have now achieved an institutional culture that understands the special service needs of evening graduate students.

#### 5.6 Facilities Requirements

Because nearly all of the courses for the Master of Arts in Public History will be taught in the evenings or weekends—times when Shepherd University’s physical facilities are currently underutilized, this program will not have a negative impact on space utilization on the campus.

#### 5.7 Operating Resource Requirements

All operating resources for the program will be generated through student tuition and fees. SEE APPENDIX A.

#### 5.8 Source of Operating Resources

The Master of Arts in Public History, like all graduate programs at Shepherd University, has been designed to be financially self-sufficient. To ensure this self-sufficiency, Shepherd uses a pro-rated formula for paying graduate faculty for teaching overloads and summer courses. No course, therefore, is allowed to operate at a loss. New faculty lines for graduate courses will only be approved once enrollment targets are met, and the university is prepared to terminate graduate programs that do not meet this standard of self-sufficiency.

We have used conservative enrollment projections for the initial years of the degree and slightly conservative-to-moderate projections for the later years, when we expect that the reputation of the program, and the recruiting strategies planned by the Department of History will attract higher numbers of students into the program. Additionally, students graduating from Shepherd University who were enrolled in the existing “Public History” and “Civil War” and “19<sup>th</sup> Century America” tracks of the history major also will become prospective applicants for the masters program. Should the higher numbers of students not materialize in the fourth and fifth year of the program, any additional faculty positions projected for this program will not be authorized.

## **Section Six: Operating Existing Programs at New Location**

Not applicable to this proposal.

## **Section Seven: Program Evaluation**

### 7.1 Evaluation Procedures

This program will be evaluated in the following ways:

- Each year the program will be informally evaluated by the faculty
- Each course will be evaluated by students
- The Department and an outside evaluator will analyze the program as part of its self study every five and ten year cycle
- All graduates will take a program review survey upon graduation

### 7.2 Accreditation Status

The Master of Arts in Public History will be fully accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools. Shepherd University already has five Master’s programs fully accredited with this commission and has remained in close contact with commission representatives about the addition of new programs in the fall of 2008.

# Master of Arts in Public History

## Enrollment and Budget Projections

	First Year	Second Year	Third year	Fourth Year	Fifth Year
Number of Students served through the offerings of the program	8	10	10	15	15
Three-semester headcount	24	30	30	45	45
FTE/Year	0.0	0.0	0.0	0.0	0.0
Student Credit hours Generated in academic year	108	135	135	202.5	202.5
<b>Income by year</b> (80% instate @\$235 20% out of state @ \$335)	<b>\$27,540.00</b>	<b>\$34,425.00</b>	<b>\$34,425.00</b>	<b>\$51,637.50</b>	<b>\$51,637.50</b>

## Operating Requirements and Expenses

<b>FTE Positions</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Administrators	0.25	0.25	0.25	0.25	0.25
Fulltime Faculty	0	0	0	0	
Adjunct Faculty	0.5	0.75	0.75	1.25	1.25
Graduate assistants	0	0	0	0	0
Clerical	0	0	0	0	0
Professionals	0	0	0	0	0
<b>Personnel Costs</b>					
Administrators	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00
Fulltime Faculty	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Adjunct/Overload Faculty	\$12,000.00	\$18,000.00	\$18,000.00	\$30,000.00	\$30,000.00
Graduate Assistants	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Non Academic Personnel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Clerical					
Professionals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Salaries	\$15,000.00	\$21,000.00	\$21,000.00	\$33,000.00	\$33,000.00
<b>Operational Costs</b>					
Overhead to University	\$8,262.00	\$10,327.50	\$10,327.50	\$15,491.25	\$15,491.25
Educational	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Library	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00
non-recurring	\$1,778.00	\$597.50	\$597.50	\$646.25	\$646.25
<b>Total Expenses</b>	<b>\$27,540.00</b>	<b>\$34,425.00</b>	<b>\$34,425.00</b>	<b>\$51,637.50</b>	<b>\$51,637.50</b>

