

Shepherd University Board of Governors  
October 12, 2006  
Agenda Item No. 5

### **Intent to Plan for Master of Arts in Public History**

Board of Governors approval is sought to plan a Master of Arts in Public History degree program. Following Board action, the Intent to Plan will be submitted to the Higher Education Policy Commission for its approval. Once the program proposal has been composed, it will be brought to the Board of Governors for approval, and then the program must be approved by the HEPC and the North Central Association of the Higher Learning Commission before it is implemented. Details about this degree program are included on the following pages of the agenda book.

The following resolution is recommended for adoption by the Board:

**RESOLVED**, That the Shepherd University Board of Governors approves the Intent to Plan for a Master of Arts in Public History and directs the President to file the Intent to Plan with the Chancellor of the Higher Education Policy Commission for approval.

Shepherd University

Master of Arts in Public History

Intent to Plan

3.7.1 Educational 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.

Relationship of Objectives to Mission of Institution

The Shepherd University Mission Statement specifically states that “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.

Special Features That Make the Institution a Desirable Place to Initiate a Program

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.

3.7.2 A Brief Description of the Program

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.

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.

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.

### 3.7.3 The Institution Will Assure High Quality Standards for the Program and Maintain a Continuing Assessment of Quality

#### High Quality Program

Shepherd University believes it has the capacity to provide a high quality master’s degree program. In addition to its faculty’s outstanding credentials, all with doctorates, this is evidenced through its students and its program of study. The graduate program will build on the sound foundation of its excellent undergraduate program in history (including concentrations in public history and Civil War and 19<sup>th</sup> Century America).

#### Assessment

The Master of Arts in Public History will undergo programmatic review under the established program assessment requirements of the University. These include maintaining an accurate assessment record and continual monitoring of the program by both the Dean of Graduate Study and the Graduate Committee.

This program will meet all requirements as established by the Higher Learning Commission of the North Central Association of Colleges and Schools.

All of these measures will continually address the visibility and necessity of the program to ensure that curricula objectives and goals are being met.

### 3.7.4 Other Institutions Offering Similar 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. There is no institution in Virginia that offers a graduate degree in public history.

Shepherd University therefore offers the best opportunity within the Eastern Panhandle and the region to provide a quality program to meet this student need.

### 3.7.5 Statement of Societal, Occupational, Research, or Public Service Needs That Will Be Met, As Well As Anticipated Student Demand for the Program

#### Societal and Occupational Needs

The Master of Arts in Public History at Shepherd University is a degree program designed for college graduates of traditional history programs, historians working in public history in our region (such as at Antietam National Battlefield, Harpers Ferry National Historical Park, and other national and state parks and museums in the Eastern Panhandle, Western Maryland, Northern Virginia, the Lower Shenandoah Valley, South-central Pennsylvania, and the Baltimore-Washington metropolitan areas), and local social-studies/history teachers who want to expand their knowledge base to make them more effective in the classroom. By allowing professional historians and educators to earn a master's degree while still continuing their current employment, the program will provide much-needed educational opportunities and perhaps 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.

#### Student Demand for the Program

There are three national battlefields (Antietam, Monocacy and Gettysburg), one state historic site (South Mountain Battlefield), two national historical parks (Harpers Ferry and the Chesapeake and Ohio Canal), several archival repositories in our immediate service region, and many museums, historic sites, and archival repositories in the Baltimore-Washington metropolitan area. Many of the employees at these institutions/agencies require a master's degree for career advancement. The many social studies and history teachers in the tri-state region also will be eligible for admission into the Master of Arts in Public History program, and completion of the program will meet the educational and geographical need for continued professional development.

### 3.7.6 Additional Resources Needed to Offer the Program

#### Faculty

At the inception of this program, Shepherd University plans to dedicate three credit hours per semester of an existing History Department faculty member's teaching assignment load to teaching graduate credits. One adjunct faculty member also will be assigned to teach three graduate credits. Other full-time and part-time faculty, in both the History Department and Institute of Environmental Sciences, will offer graduate courses that coincide with their upper level courses. 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.

### Facilities Requirements

Current facilities will be used without negative impact on current programs. There will be a need for additional office space for the new full-time faculty member, but there currently exists adequate office space to accommodate this requirement.

### Library

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. 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.

## 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% outstate @ \$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	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