

FORM A
College of Arts and Sciences

Revised 7/23/07

PROPOSAL SUMMARY AND ROUTING FORM

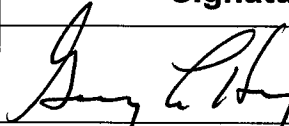
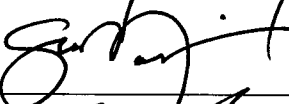


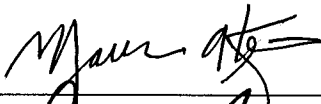



Proposal Title: Introduction to Public History HIST-260

Initiating Unit or Individual: Humanities Department and FLITE

Contact Person's Name: Melinda McMartin and Barry Mehler e-mail: mcmartin@ferris.edu
phone: 591-3731

Date or Term of Proposal Implementation: spring 2009

- Group I - A – New degree/major or major, redirection of a current offering, or elimination of a degree, major or minor
- Group I - B – New minors or concentrations
- Group II - A – Minor curriculum clean-up and course changes
- Group II - B – New Course
- Group III - Certificates
- Group IV – Off-Campus Programs

Group/Individual	Signature	Date	Vote/Action *
Program or Academic Unit Faculty		10/2/07	<input checked="" type="checkbox"/> Support <input type="checkbox"/> Support with Concerns <input type="checkbox"/> Not Support
Department Faculty			<input checked="" type="checkbox"/> Support <input type="checkbox"/> Support with Concerns <input type="checkbox"/> Not Support
Department Head		10/2/07	<input checked="" type="checkbox"/> Support <input type="checkbox"/> Support with Concerns <input type="checkbox"/> Not Support
College Curriculum Committee		11/29/07	<input checked="" type="checkbox"/> Support <input type="checkbox"/> Support with Concerns <input type="checkbox"/> Not Support
Dean		12/7/07	<input checked="" type="checkbox"/> Support <input type="checkbox"/> Support with Concerns <input type="checkbox"/> Not Support
University Curriculum Committee		1/16/08	<input checked="" type="checkbox"/> Support 9-0 <input type="checkbox"/> Support with Concerns <input type="checkbox"/> Not Support
Senate		1/16/08	<input checked="" type="checkbox"/> Support <input type="checkbox"/> Support with Concerns <input type="checkbox"/> Not Support
Academic Affairs		1/17/08	<input checked="" type="checkbox"/> Support <input type="checkbox"/> Support with Concerns <input type="checkbox"/> Not Support

* Support with Concerns or Not Support must include a list of specific concerns. Votes must be shown for faculty groups. Administrators check appropriate action taken.

To be completed by Academic Affairs

President (Date Approved) Board of Trustees (Date Approved) President's Council (Date Approved)

1. Proposal Summary

(Summary is generally less than one page. Briefly: state what is proposed with a summary of rationale and highlights. Additional rationale may be attached.)

This course will serve as an introduction to the theory and craft of public history. Students will focus on developing an understanding of the creation, management, and presentation of historical records. It emphasizes the practical applications of a history career in a variety of settings including agencies, libraries, historical societies and museums. Characteristics and interrelationships of the major components of public history including archives and special collections, oral history, community history, historical publishing, public policy and historic preservation are reviewed. Students will also complete a public history project such as a finding aid, exhibit or other activity which can be placed in a portfolio.

2. Summary of All Course Action Required*

a. Newly Created Courses to FSU:

Prefix	Number	Title
HIST	260	Introduction to Public History

b. Courses to be Deleted From FSU Catalog:

Prefix	Number	Title
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c. Existing Course(s) to be Modified:

Prefix	Number	Title
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d. Addition of existing FSU courses to program

Prefix	Number	Title
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e. Removal of existing FSU courses from program

Prefix	Number	Title
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*Contact Senate Secretary or UCC Chair if spaces for additional courses are needed.

CURRICULUM CONSULTATION FORM

To be completed by each department affected by the proposed change, new degree, new program, new minor, or new course. Potential duplication of coursework is reason for consultation.

1. This completed form must be forwarded with the proposal to the chair/head of the department to be consulted.
2. The department must respond within 20 calendar days of receipt of this form to insure inclusion in the final proposal. The completed form is returned to the initiator and inserted into the proposal.

Failure to respond is interpreted as support for the proposal.

3. The Proposing Department must address any concerns raised by the department. This response will be in writing and be included in the proposal following the consultation form.

RE: Proposal Title HIST 260: Introduction to Public History

Initiator(s): Melinda McMartin and Barry Mehler

Proposal Contact: Melinda McMartin **Date Sent:** October 2, 2007

Department: Humanities Department and FLITE- Archives and Special Collections

Campus Address: 358 FLITE

(Please print)

Responding Department: Humanities Department- History Program

Chair/Head/Coordinator: _____ Date Returned: _____

Based upon department faculty review on 10/26 (date), we

- Support the above proposal.
 Support the above proposal with the modifications and concerns listed below.
 Do not support the proposal for the reasons listed below.

Comment regarding the impact this proposal has on scheduling, room assignments, faculty load, and prerequisites for your department. Use additional pages, if necessary.

FLITE SERVICES CONSULTATION FORM

To be completed by the liaison librarian and approved by the Dean of FLITE. All returned forms should be included in the proposal. **FLITE must respond within 20 calendar days of receipt of this form to insure that the form is included in the final proposal.**

FAILURE TO RESPOND IS CONSIDERED AS SUPPORT OF THE CHANGE.

RE: Proposal Title: HIST 260: Introduction to Public History

Projected number of students per year affected by proposed change: 15

<p>Initiator(s): <u>Melinda McMartin and Barry Mehler</u></p> <p>Proposal Contact: <u>Melinda McMartin</u> Date Sent: <u>October 2, 2007</u></p> <p>Department: <u>Humanities Department and FLITE- Special Collections and Archives</u></p> <p>Campus Address: <u>358 FLITE</u> (Please print)</p>

<p>Liaison Librarian Signature: _____ Date: _____</p> <p>Dean of FLITE Signature: _____ Date Returned: _____</p>
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Based upon our review on _____ (date), FLITE concludes that:

- Library resources to support the proposed curriculum change are currently available.
- Additional Library resources are needed but can be obtained from current funds.
- Support, but significant additional Library funds/resources are required in the amount of \$_____.
- Does not support the proposal for reasons listed below.

Comment regarding the impact this proposal will have on library resources, collection development, programs, etc. Use additional pages if necessary.

NEW COURSE INFORMATION FORM

See Sample – Limit to Two Pages Please

Course Identification:

Prefix:	Number	Title
HIST	260	Introduction to Public History

Course Description:

Introduction to the theory and craft of public history. Emphasis on the practical applications of a history degree in a variety of settings including agencies, libraries, historical societies and museums. Characteristics and interrelationships of the major components of public history including archives and special collections, oral history, community history, historical publishing, public policy and historic preservation are discussed.

Course Outcomes and Assessment Plan:

After completion of this course students will be able to:

- discuss the variety of career opportunities available for history majors
- identify applied history fields
- demonstrate an understanding of the management of primary sources
- describe the different sources used by public historians
- assess and evaluate the context for primary sources
- develop and present a public history project such as an oral history project, exhibit or another project which may be placed in a portfolio

Course Outline including Time Allocation:

Schedule for semester (15 weeks)

- Week 1: Course overview; introduction to Public History, terms and concepts
- Week 2: Public history and the Web
- Week 3: Archives and Special Collections
- Week 4: Historical Societies and Historical Agencies
- Week 5: Museums
- Week 6: Examination, Introduction to Acquisitions and Appraisal
- Week 7: Emerging standards of description
- Week 8: Preservation
- Week 9: Oral History
- Week 10: Community History
- Week 11: Historic Publishing and Editing
- Week 12: Historic Preservation and Cultural Resource Management
- Week 13: History and Public Policy: Businesses
- Week 14: Records Management and History
- Week 15: Copyright issues

CREATE NEW COURSE
Course Data Entry Form

FORM F

Create New Course
Rev. 07/23/07

I. ACTION TO BE TAKEN: CREATE A NEW COURSE

Notes

1. Complete each item in Section I and Section II.
2. If this course is to be used as a prerequisite for other university courses, Form Fs that reflect the prerequisite change must be submitted for those courses as well.

Term Effective (6 digit code only): 200901 Examples: 200801(Spring), 200805(Summer), 200808(Fall)

Note: The first four digits indicate year, the next two digits indicate month in which term begins.

II. PROPOSED FOR NEW COURSE: Complete all sections a through r. See manual for clarification.

a. Course Prefix

HIST

b. Number

260

c. Enter Contact Hours per week in boxes.

LECture 3

LAB

INDEpendent Study – Check (x)

Practicum:

Seminar:

d. Course Title: Introduction to Public History (Limit to 30 characters/spaces.)

e. College Code: AS f. Department Code: HUMN

Credit Hours: Check (x) type and enter maximum and minimum hours in boxes.

g. Type: Variable X Fixed h. Minimum Credit Hours 3 i. Maximum Credit Hours 3

j. May Be Repeated for Added Credit: Check (x) Yes X No

k. Levels: Check (x) X Undergraduate Graduate Professional

l. Grade Method: Check (x) X Normal Grading Credit/No Credit only (Pass/Fail)

m. Does proposed new course replace an equivalent course? Check (x) Yes X No

n. Equivalent course: Prefix Number See instructions on Replacement courses.


o. CATALOG DESCRIPTION – Limit to 75 words – PLEASE BE CONCISE.

This course will serve as an introduction to the theory and craft of public history. Students will focus on developing an understanding of the creation, management, and presentation of historical records. It emphasizes the practical applications of a history career in a variety of settings including agencies, libraries, historical societies and museums. Students will complete a public history project such as a finding aid, exhibit or other activity which can be placed in a portfolio.

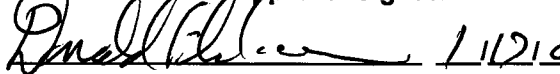
p. Term(s) Offered: spring (See instructions for listing.) q. Max. Section Enrollment: 15

r. Prerequisites/Co-requisites/Restrictions: (If none, leave blank.) Limited to 100 spaces. HIST 250;
Consent of Professor.

UCC Chair Signature/Date:

 1/16/08

Academic Affairs Approval Signature/Date:

 1/21/08

To be completed by Academic Affairs Office: - Standard & Measures Coding and General Education Code

Basic Skill (BS) General Education (GE) Occupational Education (OC) G.E. Codes

Office of the Registrar use ONLY

Date Rec'd: ___ Date Completed: ___ Entered: SCACRSE ___ SCADETL ___ SCARRES ___ SCAPREQ ___

TEMPLATE FOR NEW COURSE PROPOSALS

COURSE PREFIX, NUMBER AND TITLE: HIST 260 Introduction to Public History

CURRENT DATE: October 2, 2007

STUDENT LEARNING OUTCOMES FOR

EVALUATION OF STUDENT ACHIEVEMENT

PROPOSED COURSE

- | | |
|---|--|
| <ol style="list-style-type: none">1. Discuss and identify careers available in public history.2. Describe primary sources used by public historians.3. Awareness and evaluation of "non-academic" uses for history.4. Assess and evaluate the context for primary sources through the creation and management of sources.5. Demonstrate an ability to analyze, organize and synthesize.6. Complete a public history project. Present project to outside audiences. | <ol style="list-style-type: none">1. Midterm examination will demonstrate understanding of materials.2. Weekly response readings and class discussions will determine understanding of concepts presented.3. Final project will demonstrate understanding of application of standards.4. Final project will demonstrate ability to pull concepts including use of primary sources together into real-world situation. It will also allow for feedback from outside sources. |
|---|--|

COURSE EVALUATION STRATEGIES (How will course successes be measured?)

1. The midterm examination will test basic knowledge about fields in public history. Data will be extracted to determine the understanding in each class component.
2. A final public history project will test application of concepts. Projects will be evaluated to determine whether understanding was achieved.
3. Student evaluation forms (IDEAs) form.
4. A pre-test given at the beginning of the semester, and a final post-test will determine the increased knowledge of each student.

According to current College of Arts and Sciences policy, the department head may be required to identify a course that will not be offered in the semester the new course is first offered.