Wilkes University Curriculum Committee

PROPOSAL SUBMITTAL FORM

Directions:
- Use this set of forms for all proposals sent to the Curriculum Committee.
- Pages 1-3 of this document are required. Any unnecessary forms should be deleted from the packet before submissions. If multiple forms are needed (course addition, course deletion, etc), simply copy and paste additional forms into this packet.
- Note that all new programs (majors and minors), program eliminations, significant program revisions and all general education core revisions must be reviewed and approved by the Provost and Academic Planning Committee (APC) prior to submission to the Curriculum Committee. The Provost will make the decision if a program revision requires APC review.
- Completed and signed forms are due no later than the first Tuesday of every month. Submit one signed original hard copy and a scanned electronic copy with all signatures to the Chair of the Curriculum Committee.

1. Originators: Diane Wenger and John Hepp
   Global History & Languages
   4221 (Wenger); 4225 (Hepp)
   diane.wenger@wilkes.edu; john.hepp@wilkes.edu

2. Proposal Title: Addition of Minor and Certificate in Public History

3. Check only one type of proposal: (double click on the appropriate check box and change default value to “checked”).

☐ New Program. (Major or Minor Degree Programs). This requires prior review and approval by the Provost and APC.
☐ Elimination of Program. (Major or Minor Degree Programs). This requires prior review and approval by the Provost and APC.
☒ Program Revision. Significant revisions to a program require review and approval by the Provost. The Provost determines if review and approval by APC is necessary.
☐ General Education Revision. Submissions only accepted from the General Education Committee (GEC). Must be reviewed and approved by the Provost.
☐ Creation of new departments, elimination of existing department. This requires prior review and approval by the Provost and APC.
☐ Course additions or deletions not affecting programs (such as elective courses, transition of “topics” courses to permanent courses).
☐ Change in course credit or classroom hours.
☐ Incidental Changes. Includes changes in course/program title, course descriptions, and course prerequisites. (Although these changes do require approval by the Curriculum Committee, they do not go before the full faculty for approval).
☐ Other (Specify)
4. Indicate the number of course modification forms that apply to this proposal:

   ___0___ Course Addition Form (plus syllabi)
   ___0___ Course Deletion Form
   ___0___ Course Change Form

5. Executive Summary of Proposal.

   Briefly summarize this proposal. The breadth and depth of this executive summary should reflect the complexity and significance of the proposal. Include an overview of the proposal, background and reasoning behind the proposal and a description of how the proposal relates to the mission and strategic long-range plan of the unit and/or university. For incidental changes a one or two sentence explanation is adequate.

   Two years ago we added a Concentration in Public History to the history curriculum. In recent conversations with students and faculty outside our discipline, we learned that there is interest in a Minor in Public History as well as a Certificate in Public History (for post-baccalaureate students). We believe these additions will broaden the appeal of the Public History program by allowing students in other majors to add a public history minor and allowing post-baccalaureate students, including, we believe, some people already working in the field, to obtain a Certificate in Public History, thus enhancing their professional credentials.

6. Other specific information. (Not applicable for incidental changes.)

   What other programs, if any, will be affected by this proposal? Describe what resources are available for this proposal. Are they adequate? What would be the effect on the curriculum of all potentially affected programs if this proposal were adopted? Include any potential effects to the curriculum of current programs, departments and courses.

   No other programs will be affected, and the resources to offer the minor and certificate are already in place. There will be no impact on other programs, but we hope this will increase interest in history courses already being offered.

7. Program Outline. (Not applicable for incidental changes).

   The Minor in Public History consists of HST 125, HST 126, HST 211, HST 297, HST 399 and any two of the following: HST 311, HST 312 or HST 325.

   The Certificate in Public History (intended for post-baccalaureate students) consists of HST 211, HST 399; any two of the following: HST 311, HST 312, HST 325; either HST 297 or a 300-level history course offered by the department and selected in consultation with Program Director; and either a second 3-credit internship (HST 399) or an individualized 3-credit capstone project. To enter the Certificate in Public History program, students must have been undergraduate history majors or minors or majored in cognate disciplines (such as Museum Studies, English and Political Science) and completed the equivalent of both HST 125 and 126 (the American History Survey). Potential students who lack HST 125 and/or 126 can take those courses concurrently at Wilkes.
Proposed Minor in Public History (21 credits)

Required:

HST 125  US History I  (3)
HST 126  US History II  (3)
HST 211  Intro to Public History  (3)
HST 297  Research & Writing in History  (3)
HST 399  Internship in Public History  (3)

Any two of the following: (6)

HST 311  Oral History  (3)
HST 312  American Material Culture  (3)
HST 325  Diversity in Pennsylvania History  (3)

Proposed Certificate in Public History (18 credits)

Intended for post-baccalaureate students. An appropriate undergraduate major or coursework are required for entry into this program.

Required (6)

HST 211  Intro to Public History  (3)
HST 399  Internship in Public History  (3)

Any two of the following (6)

HST 311  Oral History  (3)
HST 312  American Material Culture  (3)
HST 325  Diversity in Pennsylvania History  (3)

One of the following:

HST 297  Research & Writing in History  (3)
300 level history course offered by department, selected in consultation with Program Director  (3)

One of the following (3)
(second internship OR individualized research project/paper)

HST 399  Internship in Public History  (3)
HST 398  Individualized capstone project  (3)
8. Signatures and Recommendations. (please date)

- Signatures of involved Department chair(s) and Dean(s) indicate agreement with the proposal and that adequate resources (library, faculty, technology) are available to support proposal.
- If a potential signatory disagrees with a proposal he/she should write “I disagree with this proposal” and a signed statement should be attached to this submission.

John Hepp/Diane Wenger, Co-Chairs, Global History & Language
Department chair(s) of all potentially affected programs
10-21-14

Thomas J. Baldino
Dean CAHSS
10-21-14

Susan Hritzak
Registrar
10-22-14

Anne Skleder
Provost (For new programs, significant revisions and revisions to the General Education Program revisions only).
10/22/14

Provost should check here ___ if this proposal is a program revision AND the significance of the revision requires review and approval by APC prior to Curriculum Committee.

Print Name          Signature          Date
Chair, Academic Planning Committee. For new programs, program revisions sent via the provost. Signature indicates that the proposal has been reviewed and approved by APC.

Print Name          Signature          Date
Chair, General Education Committee. For revisions to General Education program only. (Signature indicates that the proposal has been approved by GEC).