MEMORANDUM

TO: Ann Wylie
    Interim Dean, Graduate School

FROM: Phyllis Peres
     Associate Provost for Academic Planning and Programs

SUBJECT: Proposal to Add a Graduate Certificate in Professional Studies in Historic Preservation (PCC Log No. 05086)

At its meeting on May 19, 2006, the Senate Committee on Programs, Curricula, and Courses approved the proposal to add a Graduate Certificate in Professional Studies in Historic Preservation. A copy of the approved proposal is enclosed. My apologies for the delay in formal notification.

The Graduate School should ensure that this program is appropriately reflected in all University documentation.

CWR/
Enclosure

cc: James Baeder, Chair, Senate PCC
    Sarah Bauder, Office of Student Financial Aid
    Mary Giles, University Senate
    Barbara Hope, Data Administration
    Anne Turkos, Archives
    Glenn Kirksey, Office of the Registrar
    Gay Gullickson, Graduate School
    Judith Broida, Office of Professional Studies
    Donald Linebaugh, School of Architecture, Planning and Preservation
THE UNIVERSITY OF MARYLAND, COLLEGE PARK
PROGRAM/CURRICULUM PROPOSAL

DIRECTIONS:
- Provide one form with original approval signatures in lines 1-4 for each proposed action. Keep this form to one page in length.
- Early consultation with the Office of the Associate Provost for Academic Planning & Programs is strongly recommended if there are questions or concerns, particularly with new programs.
- Please submit the signed form to Claudia Rector, Office of the Associate Provost for Academic Planning and Programs, 1119 Main Administration Building, Campus.
- Please email the rest of the proposal as an MSWord attachment to pcc-submissions@umd.edu.

DATE SUBMITTED April 27, 2006
PCC LOG NO. 05086

COLLEGE/SCHOOL
Office of Professional Studies, Graduate School and School of Architecture, Planning and Preservation

DEPARTMENT/PROGRAM
School of Architecture, Planning and Preservation/Historic Preservation Program

PROPOSED ACTION (A separate form for each) ADD _X_ DELETE _____ CHANGE____

DESCRIPTION (Provide a succinct account of the proposed action. Details should be provided in an attachment. Provide old and new sample programs for curriculum changes.)

Attached is a program proposal for a Graduate Certificate in Professional Studies in Historic Preservation.

JUSTIFICATION/REASONS/RESOURCES (Briefly explain the reason for the proposed action. Identify the source of new resources that may be required. Details should be provided in an attachment.)

A new graduate program designed for a professional audience. After conducting market research, the need for increased proficiency in Historic Preservation studies is evident in the regional area. This program is self-support.

APPROVAL SIGNATURES

1. Department Committee Chair
   
2. Department Chair N/A
   
3. College/School PCC Chair N/A
   
4. Dean
   
5. Dean of the Graduate School (if required)
   
6. Chair, Senate PCC
   
7. Chair of Senate
   
8. Vice President for Academic Affairs & Provost

DATE
5-8-06
5-12-06
6-8-06
5/19/06
6/14/06

VPAAP 8-05
I. OVERVIEW and RATIONALE

A. Briefly describe the nature of the proposed program and explain why the institution should offer it. [You may want to refer to student demand, market demand for graduates, institutional strengths, disciplinary trends, synergy with existing programs, and/or institutional strategic priorities.]

The University of Maryland is committed to providing educational programs that meet the needs of a variety of audiences. As part of our graduate offerings, the Graduate Certificate in Professional Studies is designed for adult students who wish to increase their subject-matter knowledge as well as prepare them for new challenges related to their professional areas. These programs are managed by the Office of Professional Studies, with academic oversight by Academic units, and housed in the Graduate School.

The Office of Professional Studies strategic plan includes:

- Provide high quality graduate programs that build on the academic strengths and resources of the university,
- Serve the academic needs of Maryland’s professional community,
- Increase the quantity of interdisciplinary programs offered by the Graduate School and the Office of Professional Studies, and
- Maintain high academic quality and standards via the Academic Oversight Committee, comprised of UMD faculty.

The Graduate Certificate in Professional Studies in Historic Preservation is a 13-credit program designed to provide students with advanced knowledge in historic preservation. This program builds on the strengths of the existing research-based graduate program located in the School of Architecture, Planning and Preservation. The certificate program will benefit professionals pursuing careers in the planning, management and conservation of significant cultural, natural and historical resources. The market indicates a need for a professional-level program. There is currently no institution in the region that offers a graduate level certificate in historic preservation. Goucher College currently offers noncredit courses that lead to continuing education units (ceus).

The Graduate Certificate in Professional Studies in Historic Preservation is targeted toward professionals in the workforce who seek to expand their experience and credentials in historic preservation. The certificate is designed for working professionals, including: members of historic preservation commissions, town planners, attorneys, engineers, real estate professionals, volunteers at historic sites, owners of old or historic buildings, architects, developers and contractors, designers, and artisans in the construction field. With the abundance of preservation organizations in the area, this program will have a variety of interested audiences. These will include employees from government and nonprofit entities such as the Smithsonian, National Trust for Historic Preservation, the National Park Service, Federal Highway, the Maryland Historical Trust, Preservation Maryland, and Prince George's Heritage. The University of
Maryland’s National Trust Library will also provide an unmatched archive and research resource for students.

B. How big is the program expected to be? From what other programs serving current students, or from what new populations of potential students, onsite or offsite, are you expecting to draw?

The Graduate Certificate in Professional Studies in Historic Preservation will initially draw a professional audience consisting of 6 – 10 part-time students with a goal of 20 – 25 students in two years. All of the courses will be offered in the evening, allowing part-time students to work full time and complete the program in one year.

II. CURRICULM

A. Provide a full catalog description of the proposed program, including educational objectives and any areas of concentration.

The catalog description of the program shall read:

The Graduate Certificate in Professional Studies in Historic Preservation is a 13-credit program designed to provide students with advanced knowledge in historic preservation. The certificate program will benefit professionals pursuing careers in the planning, management and conservation of significant cultural, natural and historical resources.

B. List the courses (number, title, semester credit hours) that would constitute the requirements and other components of the proposed program. Provide a catalog description for any courses that will be newly developed or substantially modified for the program.

The program will consist of the following (existing) required courses:

**HISP 600 (3 credits) Seminar in Historic Preservation – Theory, History and Practice:** An introduction to the wide range of ideas underpinning the practice of preservation covered through readings, discussions, presentations, class projects, and field trips.

**HISP 610 (3 credits) Preservation Documentation and Research Methods:** This course provides an overview and familiarity with the most common research methods and documentation tools used in historic preservation. This course includes introductions to graphic documentation, building investigation, historical research, socioeconomic data collection and analysis. The final products will be short, professional-level documentation studies.

**HISP 630 (3 credits) Preservation Policy and Planning:** This course provides an opportunity to look in depth at the national historic preservation program—that is the
federal, tribal, state, and local (city and county) public sector preservation activities being undertaken in accordance with public policy set by laws, regulations, standards, and guidelines.

**HISP 640 (3 credits) Historic Preservation Law, Advocacy and Public Policy:**
An introduction to legal, advocacy, and public policy issues in the field of historic preservation. Student activities will be designed to teach a basic working knowledge of relevant legal subjects, including historic preservation ordinances, state and federal preservation statutes, and important constitutional issues.

**HISP 619C (1 credit) Special Topics in Historic Preservation -- GCPS Capstone:**
A capstone project in which students will develop and present a final portfolio consisting of work from derived from the required courses.

**Program Sequence:**

Courses will follow a traditional semester format.

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<th>Fall 2006</th>
<th>Spring 2007</th>
<th>Summer 2007</th>
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<tbody>
<tr>
<td>Course</td>
<td>HISP 600 (3 credits)</td>
<td>HISP 630 (3 credits)</td>
<td>HISP 619C (1 credit)</td>
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<td></td>
<td>HISP 610 (3 credits)</td>
<td>HISP 640 (3 credits)</td>
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Graduation – August 2007

C. **Describe any selective admissions policy or special criteria for students selecting this field of study.**

The admissions policy will reflect current university standards. Applicants must have an undergraduate degree and a minimum 3.0 GPA cumulative average. Official transcripts from all institutions attended must be provided. Professional experience may be substituted for an entrance exam and students must have completed all prerequisites for courses in the program.

III. **STUDENT LEARNING OUTCOMES AND ASSESSMENT**

The purpose of this plan is to set clear guidelines, identify articulated outcomes and ensure avenues for continuous improvement for each graduate certificate and program managed by the Office of Professional Studies. It is our mission to provide programs that meet UMD’s institutional goals and objectives for educational activities.
<table>
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<th>Student Learning Outcomes</th>
<th>Assessment Measures and Criteria</th>
<th>Assessment Schedule</th>
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<tr>
<td>1. Students will demonstrate understanding of historic preservation issues of planning, documentation, policy, law as it relates to theory and research.</td>
<td>Measurement: all program students are required to achieve a B (3.0) in all courses. Criterion: 100% of a graduating cohort will attain a cumulative B (3.0) grade.</td>
<td>This data will be collected annually, beginning Fall 2006.</td>
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<td>2. Students will illustrate comprehension of practical applications for current historic preservation issues.</td>
<td>Measurement: students will successfully complete a capstone project during course, HISP 619C. Criteria: 80% of students will provide successful portfolio of work derived from required courses. “Successful” is defined as having good understanding of research related to current issues, and what the practical application/implications are.</td>
<td>All data will be collected annually, beginning Summer 2007.</td>
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<td>3. Students will assess the relevance of program content as it applies to their professional needs</td>
<td>Measurement: An exit interview will be conducted with a random sample of graduates (20%) to assess their overall satisfaction with the certificate. Criterion: 80% of respondents will correlate academic program offerings to professional needs</td>
<td>Responses will be collected and discussed with the Program Oversight committee for retention purposes.</td>
</tr>
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</table>

**IV. FACULTY AND ORGANIZATION**

A. *Who will provide academic direction and oversight for the program? [This might be a department, a departmental subgroup, a list of faculty members, or some other defined group.]*
The Program Oversight Committee will provide direction and oversight for the program. Members include:

**CORE Representative:**
Don Linebaugh
Associate Professor, School of Architecture, Planning and Preservation

**Graduate School Representative:**
Ann Wylie
Dean, Graduate School

**OPS Program Manager:**
Victoria Garvin
Program Manager, Office of Professional Studies

B. If the program is not to be housed and administered within a single academic unit, provide details of its administrative structure.

This program will be housed in the Graduate School and administered by the Office of Professional Studies. The academic home is the School of Architecture, Planning and Preservation.

C. Indicate staffing

Faculty selection and appointments are made by the School of Architecture, Planning and Preservation. All faculty will be members of the Graduate Faculty and approved by the Dean to teach.

V. OFF-CAMPUS PROGRAMS (if necessary)

A. If at Shady Grove – indicate how students will access student services.

   Not applicable.

B. If on-line – describe the concerns in “Principles and Guidelines for Online Programs” are to be addressed.

   Not applicable.

VI. OTHER ISSUES

A. Describe any cooperative arrangements with other institutions or organizations that will be important for the success of this program.

   Not applicable.
B. Will the program require or seek accreditation? Is it intended to provide certification or licensure for its graduates? Are there academic or administrative constraints as a consequence?

Not applicable.

VII. COMMITMENT TO DIVERSITY

The University of Maryland is an equal opportunity institution with respect to both education and employment. The University does not discriminate on the basis of race, color, national origin, sex, age, or handicap in admission or access to, or treatment or employment in, its programs and activities as required by federal (Title VI, Title IX, Section 504) and state laws and regulations.

Through its actions and statements of policy the University of Maryland has demonstrated a commitment to diversity by creating programs of study which explore the experiences, perspectives, and contributions of a wide variety of cultures, groups, and individuals; and has sought to create a campus environment which encourages tolerance and respect for individuals regardless of differences in age, race, ethnicity, sex, religion, disability, sexual orientation, class, political affiliation, and national origin.

VIII. REQUIRED PHYSICAL RESOURCES

A. Additional library and other information resources required to support the proposed program. You must include a formal evaluation by Library staff.

There will be no impact on existing resources. If additional funds are required for library resources, the program budget will support these initiatives.

B. Additional facilities, facility modifications, and equipment that will be required. This is to include faculty and staff office space, laboratories, special classrooms, computers, etc.

There will be no impact on existing resources.

C. Impact, if any, on the use of existing facilities and equipment. Examples are laboratories, computer labs, specially equipped classrooms, and access to computer servers.

There will be no impact on existing resources.

IX. RESOURCE NEEDS AND SOURCES

A. List new courses to be taught and needed additional sections of existing courses. Describe the anticipated advising and administrative loads. Indicate the personnel
resources (faculty, staff, and teaching assistants) that will be needed to cover all these responsibilities.

There will be no impact on existing resources. This program is self-support. Courses may be cancelled due to low enrollment.

B. List new faculty, staff, and teaching assistants needed for the responsibilities in A, and indicate the source of the resources for hiring them.

Faculty will be compensated in overloads. Conditions and approval of all faculty overloads will be in accordance with University of Maryland policy and procedures.

C. Some of these teaching, advising, and administrative duties may be covered by existing faculty and staff. Describe your expectations for this, and indicate how the current duties of these individuals will be covered, and the source of any needed resources.

Any additional resources required will be compensated in overloads.

D. Identify the source to pay for the required physical resources identified in Section VIII. above.

There will be no impact on existing resources.

E. List any other required resources and the anticipated source for them

There will be no impact on existing resources.

F. Complete the additional proposal and financial tables as required by MHEC.

Not applicable for MPST/GCPS programs.
Campus Approvals:

Judith K. Broida
Associate Provost and Dean, Office of Professional Studies

Don Linebaugh
Associate Professor, School of Architecture, Planning and Preservation

Garth Rockcastle
Dean, School of Architecture, Planning and Preservation