MEMORANDUM

TO: Jennifer Preece
   Dean, College of Information Studies

FROM: Elizabeth Beise
       Associate Provost for Academic Planning and Programs

SUBJECT: Proposal to Modify the Master of Library Science and Master of Information Management – Archives and Digital Curation Specialization (PCC log no. 14027)

At its meeting on February 6, 2015, the Senate Committee on Programs, Curricula and Courses approved the proposal to modify the Master of Library Science and Master of Information Management – Archives and Digital Curation Specialization. A copy of the approved proposal is attached.

The change is effective Fall 2015. Please ensure that the change is fully described in the Graduate Catalog and in all relevant descriptive materials.

MDC/
Enclosure

cc: Gregory Miller, Chair, Senate PCC Committee
    Barbara Gill, Office of Student Financial Aid
    Reka Montfort, University Senate
    Erin Taylor, Division of Information Technology
    Pam Phillips, Institutional Research, Planning & Assessment
    Anne Turkos, University Archives
    Linda Yokoi, Office of the Registrar
    Alex Chen, Graduate School
    Ann Weeks, College of Information Studies
The College of Information Studies (Maryland’s iSchool) plans to change the Archives, Records, and Information Management specialization, one of the informal specializations for the Master of Library Science (MLS) and Master of Information Management (MIM) program, to offer an updated, more competitive set of courses that bring in more digital curation content. The iSchool would like to reframe the informal specialization to include three required courses (an introduction, a policy, and a technical course), as well as three (MIM) or four (MLS) electives, which can either be chosen from four career pathways or taken from a pool of approved courses. The iSchool would also like to change the name of the informal specialization to Archives and Digital Curation.
PROPOSAL FOR
MODIFICATION OF SPECIALIZATION (INFORMAL)

UNIVERSITY OF MARYLAND AT COLLEGE PARK, MARYLAND
ARCHIVES AND DIGITAL CURATION SPECIALIZATION FOR
MASTER OF LIBRARY SCIENCE (MLS) DEGREE AND
MASTER OF INFORMATION MANAGEMENT (MIM) DEGREE

COLLEGE OF INFORMATION STUDIES
DEAN JENNIFER PREECE

SPECIALIZATION ___ARCHIVES AND DIGITAL CURATION___________
FOR DEGREE PROGRAM _______MASTER OF LIBRARY SCIENCE and MASTER OF
INFORMATION MANAGEMENT___________

Proposed Initiation Date: _____ FALL 2015_______
I. ABSTRACT

The Master of Information Management (MIM) degree program and the Master of Library Science (MLS) degree program at the College of Information Studies (iSchool) offer informal specializations to help students identify ways of combining MIM and MLS electives to prepare for a variety of careers. These informal specializations serve as pathways through the available elective courses.

The existing Archives, Records, and Information Management specialization, which has been offered by the iSchool for many years, has focused on the creation, management and use, long-term preservation, and current and future access to records and information (both analog and digital) in a variety of disciplines and sectors of the economy. This proposal recommends changing the name of the specialization to Archives and Digital Curation and revising the courses within the specialization to better meet the needs of students in either the MLS or MIM programs who are pursuing positions in the evolving digital and archival information management field.

The goal of this informal specialization is to provide a sound intellectual foundation, as well as flexibility to enable students to choose from among a variety of career pathways represented in the archives and digital curation field. Successful performance as an archivist or digital curator (or both) requires individuals to demonstrate an understanding of archival theory and policy as well as technical skills. A summary of changes can be found, below, in Table 1.

<table>
<thead>
<tr>
<th>Current Specialization Courses</th>
<th>Proposed Specialization Courses</th>
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<tbody>
<tr>
<td><strong>MLS Core Courses - 12 credits</strong></td>
<td><strong>MIM Core Courses - 12 credits</strong></td>
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<tr>
<td>• LBSC 602</td>
<td>• INFM 600</td>
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<td>• LBSC 631</td>
<td>• INFM 603</td>
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<td>• LBSC 671</td>
<td>• INFM 605</td>
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<td>• LBSC 791</td>
<td>• INFM 612</td>
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<tr>
<td><strong>Field Study - 3 credits</strong></td>
<td><strong>Internship and Capstone project - 6 credits</strong></td>
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<tr>
<td><strong>Required Elective Courses – 12 credits</strong></td>
<td><strong>Required Elective Courses – 9 credits</strong></td>
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<tr>
<td>• LBSC 605</td>
<td>1. INST 604</td>
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<td>• LBSC 684</td>
<td>2. Policy Course (one the following)</td>
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<tr>
<td>• LBSC 781</td>
<td>• INST 611</td>
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<td>• LBSC 785</td>
<td>• INST 641</td>
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<td>• INST 612</td>
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<tr>
<td><strong>Additional Elective Courses – 9 credits</strong></td>
<td>3. Technical Course (one the following)</td>
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<td>• INST 630</td>
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<td>• INST 742</td>
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<td>• INST 733</td>
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<tr>
<td><strong>Additional Elective Courses – 12 credits (MLS) or 9 credits (MIM)</strong></td>
<td><strong>Additional Elective Courses – 12 credits</strong></td>
</tr>
<tr>
<td></td>
<td>• Option 1: Select a Career Pathway &amp; 1 elective</td>
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<tr>
<td></td>
<td>• Option 2: Select 4 non-repeating courses from the electives list</td>
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</tbody>
</table>

*Table 1: Summary of Proposed Changes to Specialization*
II. OVERVIEW and RATIONALE

Archivists, data curation managers and specialists, and other information professionals assist citizens seeking to assert their legal rights, hold public officials accountable, and manage the archival documents of their community. In a diverse and multicultural world, access to records and information is a right that information professionals help to ensure. The challenges (technological, professional, and political) are great but the rewards are even greater.

Students graduating with a Master of Library Science (MLS) or Master of Information Management (MIM) degree and a specialization in Archives and Digital Curation will have the academic, technical, and practical skills to work in diverse organizational settings such as the commercial sector, cultural heritage organizations, the digital arts and humanities, and scientific research and development. Students will master core competencies to manage the records life cycle and will demonstrate mastery in hands-on field study opportunities and capstone projects in a variety of major public, private sector, and cultural heritage institutions or the College’s Digital Curation Lab. Some of these organizations could include the National Archives and Records Administration (NARA), the National Agriculture Library (NAL), the Smithsonian Institution, the National Institutes of Health (NIH), the American Institute of Physics, and the Library of Congress, among many other organizations.

The Master of Library Science (MLS) degree (36 credits) requires students to successfully complete four required core courses (12 credits) and a field study course (3 credits). The Master of Information Management (MIM) degree (36 credits) requires that students successfully complete four required courses (12 credits), an internship course (3 credits), and a capstone project (3 credits). The remaining 21 credits for the MLS degree, or 18 credits for the MIM degree, are designated as electives. While students in the MLS or MIM program are free to satisfy the elective requirements however they choose, they may select from a list of career-relevant specializations developed by the faculty and MLS and MIM committees within the College (see Appendices A and B). The specialization guidelines provide students with additional information they use when selecting a set of electives to best meet their needs.

This proposal seeks to restructure the courses within the existing Archives, Records, and Information Management specialization to better prepare a growing number of archives, library, and information professionals for the changing digital archival profession. Students will complete three required specialization courses and choose one of two options to follow when completing elective requirements, either from a career pathway or from a list of approved electives. Career pathways are designed to help students gain appropriate skill sets based on specific interests and career objectives. The career pathways are: Archives & Special Collections, Records Management, Digital Curation & Preservation, and Data Management.

These informal specialization changes better integrate digital curation practices within the archives and information management disciplines and expose students to the challenges, tools, and skills required to be successful within the archives and digital curation field.
III. CURRICULUM and LEARNING OUTCOMES

The Archives and Digital Curation specialization will provide a sound intellectual foundation and flexibility for students choosing a variety of career pathways and will address the growing need for digitization education in the archives and information management fields.

Students graduating with this informal specialization will be able to:
- Understand the role of archivists, data curation managers and specialists, and other information professionals in contemporary society.
- Demonstrate knowledge of the records life cycle from pre-creation activities through creation, use, preservation, and access.
- Understand the linkages between analog and digital assets and how to manage diverse holdings and collections.
- Demonstrate awareness of the intersection of legal, ethical, policy, and political sensitivities in managing analog and digital assets.
- Apply academic principles and theories in field study work involving the management of analog and digital assets in the public, commercial, or not-for-profit sectors.

To better prepare archival, library, and information management students for a profession in which digital curation is central to practice, the MLS and MIM Program Committees, with approval from the iSchool’s Program, Curricula, and Courses Committee (PCC), worked with faculty to reorganize the informal specialization to better highlight the many career pathways within the discipline.

Students following this informal specialization will take a required foundations course, a policy course, a technical course, and three MIM or four MLS electives from an approved list. Students may choose to follow one of four identified career pathways, or may simply choose three or four courses from the list of electives. Table 2 outlines the courses required to complete the specialization, and Table 3 outlines the two options for choosing electives within the specialization.

<table>
<thead>
<tr>
<th>Table 2: Archives and Digital Curation Specialization Required Courses – 9 credits</th>
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<tbody>
<tr>
<td>• INST 604 Introduction to Archives &amp; Digital Curation</td>
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<tr>
<td>• Policy Course <em>(one of the following)</em></td>
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<tr>
<td>INST 611 Privacy and Security in a Networked World</td>
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<tr>
<td>INST 612 Information Policy</td>
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<tr>
<td>INST 641 Policy Issues in Digital Curation</td>
</tr>
<tr>
<td>• Technical Course <em>(one of the following)</em></td>
</tr>
<tr>
<td>INST 630 Introduction to Programming for the Information Professional</td>
</tr>
<tr>
<td>INST 733 Database Design</td>
</tr>
<tr>
<td>INST 742 Implementing the Curation and Management of Digital Assets</td>
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</tbody>
</table>
The following career pathways are designed to help students select elective courses based on their interests and career goals. They reflect the skill sets needed for specific careers. MLS students who choose to follow a pathway will select one set of courses and one additional elective. MIM students who choose this option will simply take the identified courses within the pathway. Because MIM students must complete seven (7) core and required courses, they will not be required to complete an additional elective. *(Students may not repeat a previously taken course)*

**Career Pathways**

- **Archives & Special Collections Pathway**
  - INST 782 Arrangement, Description, and Access for Archives
  - LBSC 785 Documentation, Collection, and Appraisal of Records
  - LBSC 786 Library and Archives Preservation

- **Records Management Pathway**
  - INST 715 Knowledge Management
  - LBSC 680 Principles of Records and Information Management
  - LBSC 682 Management of Electronic Records & Information

- **Digital Curation & Preservation Pathway**
  - INST 643 Curation in Cultural Institutions
  - INST 742 Implementing the Curation and Management of Digital Assets
  - LBSC 784 Digital Preservation

- **Data Management Pathway**
  - INST 627 Data Analysis for Information Professionals
  - INST 737 Digging Into Data
  - INST 767 Big Data Infrastructure

**Electives**

- INFM 700 Information Architecture
- INST 747 Web-Enabled Databases
- INST 611 Privacy and Security in a Networked World
- INST 612 Information Policy
- INST 627 Data Analysis for Information Professionals
- INST 630 Introduction to Programming for the Information Professional
- INST 641 Policy Issues in Digital Curation
- INST 643 Curation in Cultural Institutions
- INST 644 Introduction to Digital Humanities
- INST 715 Knowledge Management
- INST 733 Database Design
- INST 734 Information Retrieval Systems
- INST 737 Digging Into Data
- INST 742 Implementing the Curation and Management of Digital Assets
- INST 745 Introduction to Digital Arts Curation
- INST 767 Big Data Infrastructure
- LBSC 680 Principles of Records and Information Management
- LBSC 682 Management of Electronic Records & Information
- LBSC 731 Special Collections
- LBSC 782 Arrangement, Description, and Access for Archives
- LBSC 784 Digital Preservation
- LBSC 785 Documentation, Collection, and Appraisal of Records
- LBSC 786 Library and Archives Preservation
- LBSC 788 Seminar in Archives, Records, and Information Management
Option 2: Specialization Elective Courses

In this option, MLS students take four (4) courses from the following list and MIM students take three (3) courses. (Students may not repeat a previously taken course)

- INFM 700 Information Architecture
- INST 747 Web-Enabled Databases
- INST 611 Privacy and Security in a Networked World
- INST 612 Information Policy
- INST 627 Data Analysis for Information Professionals
- INST 630 Introduction to Programming for the Information Professional
- INST 641 Policy Issues in Digital Curation
- INST 643 Curation in Cultural Institutions
- INST 644 Introduction to Digital Humanities
- INST 715 Knowledge Management
- INST 733 Database Design
- INST 734 Information Retrieval Systems
- INST 737 Digging Into Data
- INST 742 Implementing the Curation and Management of Digital Assets
- INST 745 Introduction to Digital Arts Curation
- INST 767 Big Data Infrastructure
- LBSC 680 Principles of Records and Information Management
- LBSC 682 Management of Electronic Records & Information
- LBSC 731 Special Collections
- LBSC 782 Arrangement, Description, and Access for Archives
- LBSC 784 Digital Preservation
- LBSC 785 Documentation, Collection, and Appraisal of Records
- LBSC 786 Library and Archives Preservation
- LBSC 788 Seminar in Archives, Records, and Information Management

IV. IMPACT

Changes to the courses included in the specialization have been reviewed and approved by VPAC. The changes to the structure of the revised specialization will have minimal impact on students enrolled in the MLS or MIM degree programs, the faculty, and the staff. Current enrolled students will continue to follow the course requirements for the Archives, Records and Information Management specialization through their completion of the program. Students beginning the MLS or MIM program and selecting the Archives and Digital Curation specialization in AY2015–16 will have the option of following one of the Career Pathways or selecting from the identified list of Archives and Digital Curation electives to complete the requirements. The primary impact of the changes in the specialization will be on advisors and MLS and MIM faculty and staff members who will need to respond to students’ questions regarding the informal specialization requirement structure. The MLS and MIM staff will need to update specialization options described on the iSchool website and in printed. No additional staff, resources, or facilities will be required.
APPENDIX A: Master of Library Science (MLS) Program Overview

Program Description

The Master of Library Science (MLS) program at the University of Maryland, fully accredited by the American Library Association (ALA), is a professional degree that provides students with a comprehensive foundation in both research and practice in library and information science (LIS). This foundation prepares students for careers in government, archives, museums, libraries, startups, and other information dependent organizations.

The MLS program is designed for students from a wide variety of academic and career backgrounds, and is flexible enough to accommodate students working full or part-time. Students can complete their MLS degree in-person, fully online, or through a combination of online and face-to-face courses.

The Masters in Library Science Program requires 36 credit hours of academic work to be completed with a minimum 3.0 GPA within five calendar years from the first registration. At least 24 of the 36 required credits must be designated LBSC, INST, or INFM courses taken in the iSchool. Every student receiving his or her MLS must complete the MLS Core (12 credits) and either a field study (3 credits) or a thesis (9 credits). Students must also meet the requirements of his or her selected specialization.

Specializations

Each student in the MLS Program selects one specialization. Students who pursue the “Individualized Program Plan” may create their own course plan, or may select electives in one or two knowledge areas. Knowledge areas are guides to help students select appropriate courses for acquiring in-demand skill sets for common career interests.

Archives and Digital Curation

The Archives and Digital Curation specialization focuses on the creation, management and use, long-term preservation, and current and future access to records and information, both analog, and digital, in a variety of disciplines and sectors of the economy. Information is at the very heart of a modern society’s ability to learn, conduct business, recreate, and manage complex scientific, technological, industrial, and information infrastructures. It is a societal imperative that there be qualified professionals with the technical, intellectual, and social awareness required to manage complex collections of analog, born-digital, or digitized materials in a variety of organizational settings.

Community Analytics and Policy

The Community Analytics and Policy (CAP) specialization focuses on the nature of developing local data infrastructures designed to promote civic engagement at the community level, and the roles that libraries can play in supporting that engagement. Replacing the Government Information Management and Services specialization, this new program of study will focus on the nature of open data and information; the ability of the public to be informed about local issues through open government and data; the ways
in which information professionals can serve as key community-based intermediaries between governments, the public, and local issues; the curation and management of digital assets, particularly datasets; the ability to create and foster data-driven communities of practice; and the role of the political process and information policy in shaping the development of community data.

*Information and Diverse Populations*
Given the importance of equal access to information by all members of society, the study of information must be framed in the most inclusive terms possible. The Information and Diverse Populations (IDP) specialization focuses on instruction about and research into the design, development, provision and integration of information services, resources, technologies, and outreach that serve diverse and often under-served populations.

*School Library*
The School Library specialization provides candidates with a firm educational foundation in information studies while pursuing requirements for School Library (SL) certification in the state of Maryland. The mission of the SL specialization is to prepare individuals to work in K–12 environments and enable students and staff to be effective users of ideas and information. The specialization enables students to gain experience in:
- Providing intellectual and physical access to materials in all formats.
- Providing instruction to foster competence and stimulate interest in reading, viewing and using information and ideas.
- Working with other educators to design learning strategies to meet the needs of individual students.

*Individualized Program Plan*
The Individualized Program Plan (IPP) allows students to design their own course of study based on their interests, career goals, and the knowledge areas in which they want to build their skills. Students who select the Individualized Program Plan have two options in planning their course work:
1. Students may select from one or more of the knowledge areas below and construct a course plan using the recommended courses the selected knowledge area(s).
   - Accessibility and Usability
   - Electronic Resource Management
   - Management and Leadership
   - Planning and Evaluation
   - User Services, Reference, and Instruction
   - Youth
2. Students may work with an advisor and/or faculty member to create a completely unique program of study.
APPENDIX B: Master in Information Management Program (MIM) Overview

Program Description
The Master of Information Management (MIM) program prepares students to be leaders in the use of information and technology in an organization. Drawing from management, computer science, information systems, and information science, the MIM program provides students with the skills and knowledge to successfully meet users’ information needs, lead efforts to develop organizations' information management capabilities, develop and deploy emerging technologies, and manage high-value information resources.

The MIM program integrates elements of management, computing, and information science to address critical social, economic, legal, and policy challenges associated with supporting information use by individuals and organizations. Its goals include:

- Preparing professionals for leadership positions that bridge the gap between technology-oriented staff, functional personnel, and management.
- Addressing the growing need for skilled information professionals who can strategically manage information and technology assets to fulfill critical information needs in organizations.
- Providing leadership in the information management field through the study of ethical, political, social, and technical issues related to information management in modern society.
- Assisting organizations in the formation of information policies, development and application of information systems and services, and the use of information management technologies and methods.

The MIM curriculum consists of 36 credits (12 courses) of graduate-level coursework in information management and related subjects, including a balanced mix of required and elective courses.

All MIM students must complete four core courses, which provide a foundation of skills and knowledge related to information, technology, user analysis, and management. These courses allow students to determine which aspects of information management they find most interesting and useful. The MIM core courses cover such information management topics as information definition, information privacy and ethics, technology development and deployment concepts, management principles in organization, as well as efficient user design techniques and strategies.

The learning opportunities in the MIM program are not confined to the classroom. Most MIM courses involve substantial applied components in the form of individual and group projects, in-class exercises, and mini workshops. In addition to courses covering necessary information management theory, there are two project courses—a capstone project and internship—representing the zenith of the program’s practice-oriented focus.

After completing the MIM core courses, all students are required complete a set of electives that provides depth of knowledge in one or more areas of information management expertise.
To help students satisfy their specialization requirement the MIM program offers a variety of specialization guidelines. These guidelines provide students with examples of ways their MIM elective coursework can be organized to meet their educational and professional goals.

The following pre-designed specializations are identified:

- **Archives and Digital Curation**—The ADC specialization focuses on the role of archivists, data curation managers and specialists, and other information professionals in contemporary society; linkages between analog and digital assets and how to manage diverse holdings and collection; the records life cycle from pre-creation activities through creation, use, preservation, and access; the intersection of legal, ethical, policy, and political sensitivities in managing analog and/or digital assets.

- **User Interface/User Experience**—The UI/UX specialization focuses on the design and implementation of user interfaces. It prepares individuals for positions such as UI/UX designer, usability analyst, and website developer.

- **Organizational and Process Analysis**—The OPA specialization focuses on developing an individual’s ability to diagnose and solve information management problems associated with critical organizational activities. It prepares a graduate for positions such as: business analyst, systems analyst, and process consultant.

- **Data Analytics**—The DA specialization focuses on the skills needed to manipulate and mobilize data to support decision-making and organizational goals in a variety of sectors. This specialization prepares graduates for a variety of positions, such as data scientist, data analyst, or information analyst.

- **Project Management**—The PM specialization focuses on skills to plan, lead, and execute projects in a variety of organizational settings. It prepares graduates for positions such as project manager, program manager, and consulting lead.

- **Strategic Management of Information**—The SMI specialization focuses on the managerial, administrative, and organizational aspects of information management.

- **Technology Development and Deployment**—The TDD specialization focuses on the development, implementation, and maintenance of systems in support of information management.

- **Information Management Research**—The IMR specialization focuses on conducting research that advances the state-of-the-art and state-of-the-practice in information technology and management. It prepares graduates for advanced study in information science doctoral programs and careers in cutting-edge corporate or entrepreneurial environments.

MIM students who choose to design their own specializations prepare an individualized program plan. This option gives students the opportunity to combine technical and managerial coursework to create a unique program of study customized to their interests and needs.