



THE UNIVERSITY of
NEW MEXICO

Office of the Vice Provost for Academic Affairs
MSC05 3400
1 University of New Mexico
Albuquerque, NM 87131-0001
505.277.2611

23 April 2010

Dr. Viola Florez
New Mexico Secretary of Higher Education
New Mexico Higher Education Department
2048 Galisteo Street
Santa Fe, New Mexico 87505-2100

Dear Dr. Florez:

In accordance with the regulations governing HED's review process for new graduate programs, I am writing to let you know of the University of New Mexico's intention to submit a proposal for a masters degree program in Museum Studies. This will be the first of its kind in New Mexico, and will serve a growing educational need in our state and region.

We anticipate the proposal will be submitted to our Faculty Senate Graduate and Curriculum committees sometime next fall, with the final university approval and submission to the HED following shortly thereafter. Dr. Amy Wohlert, our Dean of Graduate Studies, will represent the program and the university at the various stages of review at the state level.

Let me know if you need more information from UNM at this point. We look forward to working with you.

Sincerely,

Wynn M. Goering
Vice Provost for Academic Affairs

cc: Suzanne Ortega, Provost and Executive Vice President for Academic Affairs
Amy Wohlert, Dean of Graduate Studies
James Dixon, Director of the Maxwell Museum of Anthropology
Nancy Middlebrook, University Accreditation Director



The University of New Mexico

Maxwell Museum of Anthropology
MSC01 1050
1 University of New Mexico
Albuquerque, NM 87131-0001
(505) 277-4405

September 25, 2009

Dr. Suzanne Ortega
Provost and Executive VP for Academic Affairs
Dr. Wynn Goering
Executive Assistant to the VP/Provost
MSC05 3400
1 University of New Mexico
Albuquerque, NM 87131 - 0001

Letter of transmittal:

Dear Drs. Ortega and Georing:

Please find enclosed a *Proposal for a Master of Arts, Master of Science, and undergraduate certificate program in Museum Studies*. The enclosed proposal is the product of the Museum Studies Working Group, an *ad hoc* committee comprised of representatives of UNM's five major museums (UNM Art Museum, Harwood Museum of Art, Institute of Meteoritics and Meteorite Museum, Maxwell Museum of Anthropology, and the Museum of Southwestern Biology), and UNM faculty and staff with expertise in museum studies.

Work on the proposal began in February 2008 and has taken approximately a year and a half to complete. The Dean and two Associate Deans of the College of Arts and Sciences, the Dean of the College of Fine Arts, the Office of Graduate Studies, and the University of New Mexico Registrar have reviewed drafts of the proposal. Their suggested revisions and concerns have been addressed in the enclosed document. The proposal has also been reviewed by select members of the faculty and has the endorsement of the key cognate departments (Anthropology, Biology, Earth and Planetary Sciences, and Art and Art History).

It has been a pleasure for our committee to participate in the development of this exciting program. The committee believes this proposal comes at a time when new initiatives are important to underscore UNM's relevance, innovation, and leadership in higher education at the state, regional, and national levels.

If you have any questions or require assistance, please do not hesitate to contact me, or other members of the working group.

Sincerely,

E. James Dixon, Ph.D.
Professor of Anthropology
Director, Maxwell Museum of Anthropology

NEW GRADUATE DEGREE OR GRADUATE CERTIFICATE FORM D

UNIT PREPARES IN QUADRUPPLICATE
Route as indicated below under approvals. Return to the Registrar's Office once all signatures have been obtained.

Date May 28, 2009

*Allow up to one year for the process to be completed for a certificate, and 18 months for a degree

E. James Dixon
Name of individual initiating Graduate Degree or Graduate Certificate

Professor & Director, 277, 4210
Title, position, telephone number

jdixon@unm.edu
Email address

Anthropology, Maxwell Museum
Department/Division/Program

Note: Proposals for new graduate degrees or graduate certificates need to follow an approved format. Please call the Office of Graduate Studies and ask for an outline. Revisions of graduate degrees and some new certificates also may need state approval, depending on the extent of changes proposed. Please consult the Office of the Provost for advice prior to initiating this form.

Attach the following required documents:

1. Executive Summary
2. Program Proposal (in the approved format)
3. Catalog Description (to include program curriculum)
4. Graduate Program Projected Costs (only for new degrees)
5. Library Impact Statement

Does this new degree affect any existing program? Yes No If yes, attach statement

Proposed date to admit new students: Term Fall Year 2011

Required Signatures:

Department Chair	<u>See appendix: Form D Required Signatures</u>	Date	_____
College Curricula Committee	<u>[Signature]</u> (AIS) / <u>[Signature]</u> (CFA)	Date	<u>9/8/10</u>
College or School Dean	<u>(A&S & CFA) [Signature]</u> (CPA) / <u>[Signature]</u> (A&S)	Date	<u>11/4/10, 1/22/11</u>
Dean of Library Services	<u>See appendix: Library Impact Statement</u>	Date	<u>1/12/11</u>
Office of the Registrar—Catalog	<u>Elizabeth A. Paulson</u>	Date	<u>05/21/10</u>
FS Graduate Committee	<u>[Signature]</u>	Date	<u>04/21/11</u>
Dean of Graduate Studies	_____	Date	_____
FS Curricula Committee	<u>[Signature]</u>	Date	<u>5-11-11</u>
Office of the Provost	<u>[Signature]</u>	Date	<u>5/13/11</u>
Faculty Senate	_____	Date	_____
Board of Regents	_____	Date	_____

Additional Approvals for Degrees:

Board of Regents	_____	Date	_____
Council of Graduate Deans	_____	Date	_____
Academic Council of Higher Education	_____	Date	_____
Higher Education Department	_____	Date	_____
State Board of Finance	_____	Date	_____

Entered Banner

Entered Catalog

For Registrar's Office ONLY

Copies Mailed

Proposed Graduate Program in Museum Studies

March 2011

Form D: Attachments and Supporting Documentation

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Form D Attachment 1:

Executive Summary

Proposal for a Master of Arts, and Master of Science, and undergraduate certificate program in Museum Studies

1. Program Description: What is the program and why should we offer it? Include the program's major goals.

What are our goals?

The purpose of this program is to establish an interdisciplinary graduate course of study leading to a M.S. or M.A. degree in Museum Studies and to strengthen and expand UNM's existing graduate minor in Museum Studies. The major goals are: a) to provide a formal graduate program to meet New Mexico's growing need for trained museum professionals, b) to strengthen New Mexico's vibrant and growing tourist industry, c) to increase the quality of museum based public education, d) to support and provide training for tribal and pueblo museums and cultural centers, and e) to encourage and facilitate object-based scientific and humanistic research.

Why should UNM offer this program?

First, the State of New Mexico ranks tenth in the United States in the number of museums per capita. The number of museums continues to grow and existing ones expand to meet ever-increasing demand. Tribes and pueblos also are using their resources to build and strengthen museums and cultural centers. *Second*, the State lacks an educational path to the museum profession, while at the same time there is a pressing need for trained museum professionals. Studies project increased demand for trained museum professionals with graduate-level expertise in museum studies. Financial support for museums and museum-related facilities has increased over the past two decades. More than 100,000 people are employed in museums in the United States as collection managers, curatorial assistants, registrars, museum educators, exhibit development staff, curators and administrators. *Third*, graduates will be qualified for a variety of other careers including outdoor education, interpreters in local, state, and federal parks and visitor centers, and mid-level careers in field biology, fine arts, anthropology, and natural history. Others will be inspired to continue their education at the doctoral level. *Fourth*, UNM has five museums with significant collections and is uniquely positioned to provide the leadership to offer graduate education and undergraduate certificate training in museum studies. *Fifth*, the proposed program will enhance educational opportunities for a broad range of diverse students. It will provide training opportunities for individuals from underrepresented groups, including Native American tribal members for positions in emerging tribal and pueblo museums and similar cultural institutions. *Sixth*, it will create new and unique opportunities for collaborative and self-directed research and learning that will serve as a resource for knowledge for New Mexico, the nation and the world. *Seventh*, research funding, graduate courses, and faculty expertise in museum studies are already in place in several UNM departments, centers, and institutes in anthropology, biology, earth and planetary

science, and fine arts. A focused Museum Studies program in partnerships with NM museums, tribal governments, and local, state, and federal agencies will enable New Mexico to compete more favorably for extramural research and educational funding.

How does the program fit within the UNM mission and strategic plan?

This program will strengthen UNM's ability to build, through its Museums, its growing and effective network of partners promoting the University mission through student-centered programming in cooperation with the UNM's academic departments. UNM Museums are significant assets for student collaboration with each other, faculty and staff, and organizations outside the University. The Museum Studies Program will engage students, faculty, and staff in exciting physical and intellectual challenges for collection and field research and provide unique settings for formal and informal object-based research and education. The Program will build upon UNM Museums' existing collaborative relationships with on- and off-campus scholars and create an expanded off-campus resource base for programmatic collaboration. The graduate program will contribute original research enhancing the acquisition and understanding of the Museums' collections. Knowledge will be disseminated to professional and public audiences through scholarly referred and popular publications, lectures, exhibit content, formal and informal museum education, and a variety of public and academic programs.

How does the program fit within the units' future plans and research priorities?

The Museum Studies Program will advance UNM's mission by providing graduate training in the application of technology and the social and natural sciences important to the economy, natural resources, and cultural heritage of New Mexico and the nation. This program will benefit UNM's national stature by recruiting exceptional graduate students and help attract new faculty in cognate disciplines by providing expanded opportunities for museum-based research and outreach. UNM's museums are widely recognized as regional and national treasures resulting from their collections and professional expertise in research and formal and informal education. It will promote UNM's value of excellence by focusing and strengthening existing curriculum and incorporating distance learning (DL). It will bring together a unique consortium of UNM Museums, courses, laboratories, researchers, museum professionals and educators in a statewide and national network to train qualified graduate students for teaching, research, and public service in Museum contexts. Distance learning (DL) will be an integral part of the Museum Studies professional certificate program and help UNM "break out of the band" by increasing graduate and DL enrollment. DL will consist of providing short courses at UNM branch campuses; television broadcasting [ITV]; and on line [internet] course offerings.

How does the program fit with related offerings at UNM and regionally?

There are about 90 museum studies graduate programs in the US. The majority of these are sub-programs or "tracks" within anthropology or art departments. In the Rocky Mountain/Plains/Southwest region, only the University of Colorado Boulder and Texas Tech University offer broad interdisciplinary graduate museum training in anthropology, fine arts, natural history, and science. There is no graduate program in Museum Studies in New Mexico. However, the Institute of American Indian Arts (IAIA) in Santé Fe

offers distance learning and Associate and Bachelor degrees in Museology. The IAIA program is directed to Native Americans focusing primarily on Native American Arts and Cultures. It is designed to prepare individuals to assume careers in Native American Museums, cultural centers, and galleries. The proposed UNM Program will offer greater disciplinary breadth including Native American Studies, as well as anthropology, archaeology, biology, earth and planetary science, and fine arts. The UNM program will be synergistic with IAIA and provide a path for education beyond the associate and baccalaureate levels.

An analysis of the number of museums in the US using statistics compiled by the American Association of Museums (AAM), the Institute of Museums and Library Services (IMLS), and additional web sources indicates that New Mexico ranks tenth in the nation in the number of museums per capita. According to the Bureau of Labor Statistics, job opportunities in Museum Studies are expected to increase faster than the national average possibly by as much as 18% through 2016 (<http://www.bls.gov/oco/ocos065.htm>). Given the Bureau of Labor projections, the relatively large number of museums per capita in New Mexico, the regional emphasis on developing tourism, and increasing needs for curation related to biological and cultural research and preservation, it is reasonable to presume there will be employment opportunities both regionally and nationally for highly qualified museum professionals.

Currently UNM offers a graduate minor in museum studies available to any student enrolled in a graduate degree program. The minor requires 9 hours of course work and 6 credit hours of internship for a total of 15 hours. It includes two core courses [MSST 507, Museum Practices (3) and MSST 585, Seminar in Museum Methods (3)] plus ARTH 529, Topics in Art History (3) and MSST 586, Practicum: Museum Methods (3) for the 6 hour internship requirement. The existing graduate minor provides the foundation for the core curriculum of the proposed graduate program and the graduate curriculum will be expanded to include two new courses.

Existing and pending faculty resources at UNM include these established graduate courses. In addition, a Museum Collection Management course has been developed and offered by Maxwell Museum faculty and curators, along with faculty and curators from the Museum of SW Biology and Art Museum. All participants are committed to continue to offer this interdisciplinary course on an annual basis if they are assured of some relief from other responsibilities. The Department of Art and Art History has agreed to relinquish ownership of the MSST courses to the new Museum Studies Department. These established courses [MSST 507 Museum Practices, MSST 585 Seminar in Museum Methods, MSST 529 Topics in Art History, and MSST 586 Practicum: Museum Methods] will be cross listed with the Department of Art and Art History and the existing graduate minor will continue to be offered and remain unchanged.

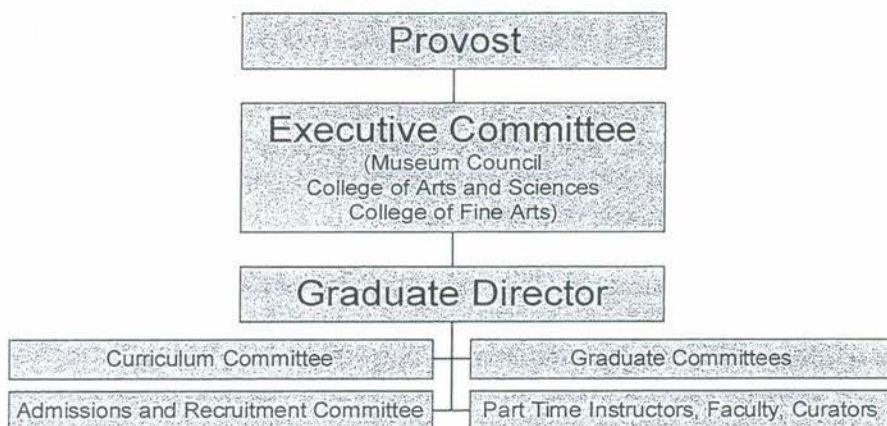
The existing Seminar in Museum Methods and Practicum: Museum Methods (MSST 585 and 586) will continue to be taught by faculty in disciplines other than Art History as part of the expanded required curriculum. It will be offered by appropriate faculty and staff in all five of UNM's museums and by qualified faculty in cognate departments. Graduate seminars already offered in cognate departments also may count as advanced seminar

hours in Museum Studies with advisor approval; therefore it is anticipated that the proposed program will increase enrollment in some of these seminars.

What is the governance structure of the program?

As an interdisciplinary program academic governance will be by an Executive Committee consisting of the Directors of UNM's five Museums (UNM Art Museum, Harwood Museum of Art, Institute of Meteoritics and Meteorite Museum, Maxwell Museum of Anthropology, and the Museum of Southwestern Biology) and the Deans (or their designated representatives) of the College of Arts and Sciences and Fine Arts. The program will exist independent of any department, but will draw on faculty from participating departments. The program will be led by a Graduate Director who will be a full time (9 month) tenured (or tenure track) faculty member. The Graduate Director will report to the Executive Committee on curriculum matters, manage the recruitment and admissions process, coordinate the assignment of advisors, develop and maintain relationships with other museums to facilitate internship opportunities, teach in the Program, chair the program's curriculum committee, implement and maintain DL courses, hire part time instructors, supervise the administrative assistant, and report annually (or more frequently if necessary) to the Museum Studies Executive Committee.

Museum Studies Graduate and Certificate Program Governance Chart

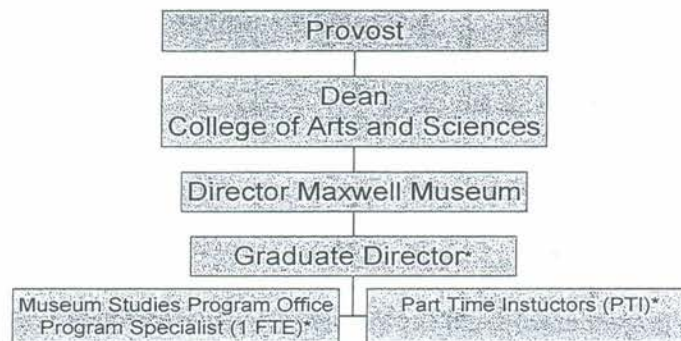


The program will be housed in the Maxwell Museum of Anthropology and supported by a program specialist (Attachment 4). The program will be structured to ensure that participating departments receive credit for courses taught by their faculty. When appropriate, courses will be cross-listed and available to students in the participating departments.

Although this is an interdisciplinary program, it requires administrative alignment within the larger University organizational structure. The Maxwell Museum of Anthropology will administer the program because a) it is UNM's only accredited museum; b) anthropology bridges the social sciences, fine arts, and natural sciences; c) the largest number of applicants are anticipated to select anthropology as their cognate discipline. It is also anticipated that the majority of students will select cognate disciplines within the College of Arts and Sciences. The Executive Committee is

designed to provide overall interdisciplinary museum-based program review with representation from the museums and deans from both the College of Fine Arts and the College of Arts and Sciences. It will determine and review the Program's policies and procedures. Because it is an interdisciplinary program the nexus of both operational and organizational structures will be at the Provost's office. The following chart outlines the proposed operational structure within the College of Arts and Sciences.

Museum Studies Graduate and Certificate Program Operational Chart



* new positions

What is the program development and implementation timeline?

Although much has already been accomplished, it is anticipated that it will require about 5-6 months developing the program, obtaining approvals and making requested revisions. Ideally implementation will begin during the fall semester of 2012 with the recruitment of the Museum Studies Graduate Director, web development, program promotion, and student recruitment. The first graduate student enrollment is anticipated in the Fall of 2012.

2. Student Characteristics

How many students are projected to enroll?

Graduate applicants to the program will be accepted, rejected or invited to reapply based on a combination of factors, including GPA, GRE scores, letters of reference, area of interest, and the number of students the program can accommodate in a given two-year cycle. A primary factor for graduate admission will be identifying a faculty member from one of UNM's Museums or academic departments whose expertise matches the interests of an applicant and who is willing to advise and mentor the student. Potential application and enrollment has been evaluated based on statistics for a similar program at the University of Colorado at Boulder (UCB) compiled for the period between 1998 and 2005 for that institution's 7 year program review. The UCB program received an average of 45 applications per year (range 36-57) and admitted on average 11 per year (range 9-13). It is important to recognize that the number of applicants increased significantly over time. On average about 50% of students were state residents and 50% non-residents. The mean GPA of students accepted upon entrance was 3.468 (mean

range/year 3.3-3.6) and the mean GRE scores for verbal (V), quantitative (Q), and analytical (A) were 564, 589, and 632, respectively. The means of V, Q, and A scores for all UCB graduate programs for 2004 were 558, 659, and 657, respectively. Mean time to graduation was 2.5 years (range 2-3.5), which was identical to the mean for M.A. graduates in UCB's A & S natural science departments.

Table 1. Projected **graduate enrollment and graduate student credit hours** (including thesis-project hours) based on estimated average time of 2.5 years to completion.

Year	New Graduate Students	Returning & Continuing Students	Total Students	Credit Hours
1	8	0	8	144
2	9	8	17	282
3	10	14	24	315
4	10	15	25	330
5	10	15	25	330

It is difficult to project enrollment for the professional certificate program. The museum studies working group has not been able to identify comparable statistics for interdisciplinary museum studies certificate programs. However, it may be reasonable to assume that certificate enrollment will increase the number of credit hours and that students in cognate departments will take museum studies classes as electives. DL offerings and enrichment classes associated with the certificate program also will increase student credit hours. These factors suggest that student credit hour projections are conservative.

What are the demographic characteristics and educational goals of the target students?

It is anticipated that in-state students in this program will reflect the ethnic, gender and age make-up of the population in New Mexico and out-of-state students will reflect national demographics. However, museums are important foci for underrepresented groups in American society, and the program is anticipated to attract a larger percentage of applicants from underrepresented groups compared to UNM graduate programs as a whole. Anecdotal evidence suggests that there will be a greater number of female than male applicants (the UCB applicant pool was approximately 80% female consistently between 1998 and 2005). Anecdotal evidence (also from the UCB program) suggests that the majority of applicants will select anthropology as their cognate discipline, possibly followed in descending order by biology, fine arts, and earth and planetary sciences.

What are the employment goals of the typical target student?

Students completing the Master's degree will be prepared for a variety of occupations, including: collections managers, curatorial assistants, registrars, museum educators, exhibit developers, park interpreters, informal educators, and administrators. The

Museum Studies Master's degree will also be valuable to students who wish to become outdoor educators, interpreters, or naturalists. Some graduates may choose to pursue a Ph.D. to prepare for advanced curatorial work in museums.

What student support will be needed (GA & TA positions, scholarships, etc.)?

Students in good standing will be eligible to receive funding through the Program in the form of graduate assistant employment through grants and contracts to faculty. The New Mexico Association of Museums (NMAM) provides scholarships to attend its annual meeting to beginning museum professionals and students. It is the Program's goal to provide as much funding as possible for all of its students, but it is recognized that it will take time and that any level of funding for any individual student cannot be guaranteed.

3. Curriculum Plan

Describe the curriculum. Discuss any new courses and the impact of the curriculum on existing courses, including courses in other departments.

The proposed UNM curriculum is a 33 credit hour interdisciplinary graduate program coupled with a 15 undergraduate credit (300/400 level) hour undergraduate certificate. The curriculum builds upon several core courses already offered at UNM: MSST (407/507), MSST (485/585), and (MSST 486/586). The proposed program is designed to give students academic training in all aspects of museology and their chosen cognate discipline. Course work may include field projects related to the student's chosen specialization. It will require the addition of one new core course (museum interpretation) that will be offered every year, and formalizing another course (museum collection management).

Course Requirements - Thesis Plan	Cr. Hrs.	Course Requirements - Project Plan	Cr. Hrs.
Museum Practices MSST (407/507)	3	Museum Practices MSST (407/507)	3
Museum Interpretation (MSST 475/575)	3	Museum Interpretation (MSST 475/575)	3
Museum Collection Management (MSST 476/576)	3	Museum Collection Management (MSST 476/576)	3
Seminar in Museum Methods (MSST 485/585) Δ	3	Seminar in Museum Methods (MSST 485/585) Δ	3
Practicum: Museum Methods (MSST 486/586) Δ	3	Practicum: Museum Methods (MSST 486/586) Δ	3
Cognate Discipline Hours (500+)**	12	Cognate Discipline Hours (500+)**	15
<i>Total course hours:</i>	27	<i>Total course hours:</i>	30
Thesis Hours MSST (599)	6	Project hours (598)	3
<i>Minimum credits required:</i>	33	<i>Minimum credits required:</i>	33

** Cognate hours may also include practicum work, field methods courses, and up to six hours of *300 or *400 level classes, if appropriate. Cognate hours may be taken in more than one department or school. Some Museum courses may count as cognate hours with advisor approval.
 Δ Six (6) credit maximum.

Museum Practices (MSST 407/507) emphasizes theory and practices pertaining to collections, documentation and care of museum collections, the importance of informal learning in museum contexts, and the role museums play in serving the public. Course work may include field projects related to the student's chosen cognate discipline in an

area of specialization. Museum Interpretation will be a new course designed to explore the theory behind the development of exhibitions, and the representation of people within museums especially pertaining to the diverse cultures of New Mexico, museum education and public programming. Museum Collection Management (MSST 476/576), has already been offered periodically at UNM as a Topic course, but will need to be formalized as a regular offering in the instructional cycle. It will emphasize how to collect, catalog, and care for museum collections as well as the role of research and informal object based learning in museums. The Graduate requirements also include successful completion of two existing museum studies courses, Seminar in Museum Methods (MSST 485/585) and Practicum: Museum Methods (MSST 486/586). The Seminar in Museum Methods (MSST485/585) is designed to explore theoretical and practical work in specific museum problems, topics and themes. Material Culture in America (MSST 311/511) is not included in the course listings above. The origins of this course are unclear and it appears that it may never have been offered (at least after 2004). This course will sunset in the Fall of 2010 and if there is no enrollment prior to that time, it will be expunged from the UNM Catalog.

The decision to award either a Master of Arts or Master of Science degree will be determined on a case-by-case basis. The determination will be made by the student's graduate committee on the basis of the nature of the student's thesis or project, the specific graduate courses taken by the student, and the requirements of the student's cognate department. For example, the Department of Anthropology requires two additional math or science classes (Biology, Chemistry, Statistics, etc.) in addition to its Masters of Arts requirements if a student chooses the Master of Science degree option. Students enrolled in the Museum Studies Graduate Program would be expected to meet these same course requirements if their cognate discipline is Anthropology and they select the M.S. rather than an M.A. option. The determination will be made by the student's graduate committee and must be approved by the Graduate Director. The existing graduate minor in Museum Studies will continue to be offered and remain unchanged.

Students in either the Thesis or Project Programs will be required to complete one museum practica. The practica (MSST 486/586) are 3 credit internships that include at least 150 hours of experience or service in a museum or museum related facility or program. The practicum is an opportunity for students to gain hands-on experience in some aspect of museum work. Practica can be offered through the Harwood Museum of Art, Institute of Meteoritics, Maxwell Museum of Anthropology, Museum of Southwestern Biology, the UNM Art Museum, and other UNM collections and programs. Students also will be encouraged to conduct practica at an off-campus cooperating institution at local museums such as the New Mexico Museum of Natural History, the National Hispanic Cultural Center, Indian Pueblo Cultural Center, Albuquerque Biological Park (Zoo, Aquarium, Botanic Gardens), Museum of Spanish Colonial Art, Museum of Indian Arts and Culture, Museum of International Folk Art, Albuquerque Balloon Museum, Wheelwright Museum of the American Indian, as well as at other regional and national museums such as the Smithsonian Institution, Chicago's Field Museum, and the American Museum of Natural History. In the event that the student has had extensive museum work experience prior to entering the Program, the internship requirement (MSST 586) may be waived by the student's graduate committee. However,

if MSST 585 is waived, the total number of credit hours (33) required to complete the degree requirements will remain the same. All students must have a firm grounding in museum studies through the required core museology curriculum as well as specialization in a cognate discipline.

A total of 15 credit hours will be required for the certificate program and will include successful completion of Museum Practices (MSST 407), Museum Collection Management (MSST 476), Museum Interpretation (MSST 475), at least one practica (MSST 486) and one seminar in museum methods (MSST 485). Resident requirement will not apply to students selecting the certificate program.

What are the expected student learning outcomes for the program?

The proposed Museum Studies Graduate Program offers an opportunity for individuals with a Bachelor's Degree in Anthropology, Art History, Biology, Classics, Education, Fine Arts, Geological Sciences, Geography, History, or other disciplines to gain expertise in museum theory and practice, as well as advanced topical knowledge in a chosen discipline (or specialty). Students will be expected to contribute and present new and original knowledge to the museum community and their cognate discipline upon completing either a Master's thesis or a Master's project. The curriculum is designed to equip students with a range of museum skills and enable them to tailor learning to their career objectives. Core learning objectives will dovetail with the student's cognate discipline to include: a) collection management - acquisition, organization, stabilization, conservation, and research, b) security, risk management, and environmental controls, c) exhibit interpretation and development d) museum law (Endangered Species Act, Marine Mammal Act, Native American Graves and Repatriation Act, UNESCO Accords, etc.), e) museum ethics and professionalism, f) serving underrepresented groups, g) informal and object-based education in museum contexts and interpretation, and h) other topics relevant to museum theory and practice.

What instructional model(s) will be used in presenting the program?

University faculty and museum staff will teach museum courses and seminars with contributions from museum professionals and specialists throughout the region. The core curriculum will provide a firm grounding in museum history and theory with special emphasis on current ideas, issues, and practices confronting contemporary museum professionals. UNM's museums will serve as laboratories for application of learned concepts and techniques. Learning will extend beyond UNM to other institutions through field trips and the internship requirement. Coursework in the student's cognate discipline should be completed in one or more departments outside the Museum Studies Department. The proposed program takes advantage of the expertise existing in UNM's museums by combing their strengths with an integrated interdisciplinary museology curriculum.

How will the learning outcomes be measured?

All prospective students will be asked to submit with their applications to the program a statement of their goals and interests as a baseline of expectations that will be used to

assess the extent to which their goals are met. Assessment will be made based on exit interviews to evaluate whether students have realized their goals in achieving an adequate level of competency in knowledge and skills. Learning outcomes will be measured by successful completion of course requirements with a grade of B or higher, a comprehensive examination, completion of an internship, and successful completion and defense of a project or thesis. All degree candidates will be required to take a comprehensive examination. The examination will be given in two stages: a written exam followed by an oral exam taken within two weeks of each other. The oral exam requirement may be waived only by full consent of the student's graduate committee. A project or thesis that develops an original product or process of demonstrable value to museum professionals must be developed in consultation with the student's committee. The student's committee will find the project satisfactory or unsatisfactory, and may recommend additional steps for the student to correct any deficiencies in the project and/or the paper. The quality of the comprehensive examination and master's thesis and projects will be assessed by the student's graduate committee, which will evaluate each student's level of content knowledge.

What technology, media, equipment and instructional supplies are needed to reach these learning outcomes? Are these resources available? What is the estimated cost?

In addition to requesting I & G funding for the needs identified below, the program will look to industry, private donors, foundations and trusts, and local, state, federal funding programs for student support and program enhancements.

UNM Museums' existing collection and laboratory facilities are integral assets for practica and thesis and project research. No new research facilities are required at the present time.

To keep pace with contemporary and rapidly evolving museum technology, the program would like to acquire high performance high resolution hardware and software to train students in the application of contemporary requirements for collection and data acquisition, accessibility, and security. Museums are under increasing pressure to make their collections accessible in digital formats. The program should include instruction and training in the policies and procedures for digitizing museum objects, digitizing associated contextual data, producing digital images for long-term archives, and the use of images and data for collection management and outreach presentation. To balance theory with practice, students need to learn how to produce, analyze and archive digital images. If program start up funding is not possible for high resolution imaging and data management, it may be possible to acquire this equipment through extramural sources.

Are there any needs for additional or renovated space?

The Maxwell Museum will serve as the physical location for the program, and will provide the office space necessary for the graduate director, program specialist, graduate students, and support facilities essential to the success of the program. To do this, some renovation of existing space in either the Maxwell Museum or Hibben Center will be required. The participating museums and teaching departments will provide laboratory facilities for thesis and project development and research. Classroom space is available

in the Hibben Center and can also be scheduled by the Office of the Registrar. Additional instructional facilities exist in all UNM's museums.

What student support services are likely to be needed and to what extent (CAPS, Library, CIRT, advising, etc.)? What is the estimated cost?

The program will need to acquire a teaching and advanced study library consisting of select Museum Studies references, instructional CDs for classroom use, and institutional American Association of Museums membership, and related periodicals. A departmental laptop and power point and video projectors and miscellaneous office equipment will also be required. The total estimated cost of these acquisitions is \$7,000.

Provide a rationale for any course fees or other expenses (in addition to tuition) that students will be expected to cover.

No course fees have been identified at this time. However, course fees are likely to be required for specific classes. A course fee request form (registrar.unm.edu) will be submitted as the courses are developed by specific instructors.

4. Human Resource Plan

a. How many faculty are necessary for program delivery and what are their qualifications?

One new full time (9 month) faculty member will be required to serve as Graduate Director. The minimum qualifications for this position are a Ph.D. in Anthropology (or closely related discipline) and at least three years of museum experience specifically focusing on interdisciplinary education, research, and public service within a museum context. The successful candidate may be tenured in Anthropology or Museum Studies, but should be capable of passing tenure review, in Anthropology (or a closely related discipline).

b. How will this program affect the workload of current faculty and support staff?

The four required core curriculum classes (Museum Practices, Museum Interpretation, Museum Collection Management, and Seminar in Museum Methods or Practicum: Museum methods) will be taught annually on a regularly rotating basis to assure that students are able to complete their course requirements in two years. The introductory graduate course (Museum Practices - MSST 407/507) is already offered annually by Dr. Szabo in the Department of Art and Art History. If for some reason, Dr. Szabo is unable to offer the class, the class will default to the Museum Studies Graduate Director. The Graduate Director should be capable of teaching Museum Interpretation and at least one Advanced Seminar or Practicum every semester. Additional Seminar in Museum Methods and Practica (MSST 585 and 586) will continue to be taught by faculty and qualified staff in all five of UNM's museums and by qualified faculty in cognate departments on a voluntary basis. Maxwell Museum faculty and staff developed Museum Collection Management and, along with faculty and staff from the Museum of Southwestern Biology and Art Museum, are committed to formalize this interdisciplinary course and offer it on an annual basis but relief from some of their current duties will be

necessary. Consistently offering practica, teaching advanced seminars, advising and mentoring students, and offering Museum Collection Management annually will have its largest impact on current faculty, curators, and supporting staff of all UNM's museums. Because the largest numbers of students are expected to select anthropology as their cognate discipline, it is anticipated that the Maxwell Museum will be most heavily impacted

c. Will additional faculty or staff be required? What is the cost?

There is a contractual agreement between the College of Arts and Sciences and the Director of the Maxwell Museum committing the college to fund a new faculty position to lead the Museum Studies Program (Form D, Attachment 4). Because the Maxwell Museum is a museum of anthropology, this new faculty hire should be an Anthropologist (or hold a Ph.D. in closely related discipline) committed to interdisciplinary museum education and research. The candidate will stand for tenure (or be tenured) in Anthropology, or Museum Studies, and support the Department of Anthropology by teaching at least one course a year in Anthropology as well as teaching museum studies courses and serving as Graduate Director for museum studies program. The Graduate Director may also teach the one new required course (Museum Interpretation). Beginning in FY14 a full time (9 mo) faculty director and a half-time program specialist (0.5 FTE @ \$21,000 annually exclusive of benefits) will be necessary to support faculty and students, track graduate applications, maintain graduate student files, provide administrative coordination, and coordinate with the larger administrative demands of the University.

The proposed curriculum will be enriched significantly by providing additional courses to further museum professionalism. There are many well-educated and experienced museum professionals in the Albuquerque and Santa Fe area that are available as part time instructors. Many are qualified to offer resident and DL specialty courses such as museum conservation, museum administration, visitor evaluation, museum education, and exhibit design and development. The program will draw upon this pool of expertise to offer valuable enrichment courses.

Category	Item	FY12		FY13		FY14	
		Quant	Cost	Quant	Cost	Quant	Cost
Personnel							
	Faculty Director	1.00	\$ 5,000 (SAC)	1.00	\$ 5,000 (SAC)	1.00	\$ 65,000 (I&G)
	Graduate Student Asst	0.00	\$ 0	2.00	\$ 28,000	2.00	\$ 28,000
	Program Specialist (Gr 12)	1.00	\$ 0	0	\$ 0	0.50	\$ 21,000
	Part-Time Instruction	0	\$ 0	2.00	\$ 10,000	3.00	\$ 15,000
	SubTotal		\$ 5,000		\$ 43,000		\$ 129,000
Fringe							
	Associate Professor		\$ 0	0	\$ 0	1.00	\$ 20,150 (I&G)
	Program Specialist		\$ 0	0	\$ 0	0.50	\$ 7140
	SubTotal		\$ 0		\$ 0		\$ 27,290
Supplies							
	Software		\$ 0		\$ 2,500		\$ 1,500
	Office Supplies		\$ 0		\$ 4,000		\$ 3,000
	Instructional Materials		\$ 0		\$ 5,000		\$ 2,000
	SubTotal		\$ 0		\$ 11,500		\$ 6,500
Equipment							
	MacPro workstation	1	\$ 0		\$ 5,675		\$ 0
	Video Projector	1	\$ 0		\$ 1,000		\$ 0
	Office Furniture		\$ 0		\$ 4,000		\$ 0
	Telephone & Fax	2	\$ 0		\$ 250		\$ 0
	SubTotal		\$ 0		\$ 10,925		\$ 0
Travel							
	Prof. Dev.		\$ 0		\$ 0		\$ 5,000
	SubTotal		\$ 0		\$ 0		\$ 5,000
Other							
	Web & IT		\$ 5,000		\$ 5,000		\$ 5,000
	Postage		\$ 100		\$ 100		\$ 100
	Telephone		\$ 720		\$ 720		\$ 720
	AAM Membership		\$ 500		\$ 500		\$ 500
	Facility Remodeling		\$ 25,000				
	SubTotal		\$ 31,320		\$ 6,320		\$ 6,320
Total Direct Costs (estimated)			\$ 36,320		\$ 71,745		\$ 174,110
Revenues							
Instruction and General (I&G)						\$ 85,150	
Tuition differential revenue		\$ 0		\$ 21,369		\$ 42,738	
Private Donors (received)		\$ 27,000		unknown		unknown	
Hibben Trust		\$ 0		\$ 28,000		\$ 28,000	
Course Fees		\$ 0		\$ 1,800		\$ 2,700	
Extended University		\$11,530-\$27,183		\$11,530-\$27,183		\$11,530-\$27,183	
Projected Revenue & Funding		\$38,530-\$54,183		\$62,699-\$78,352		\$170,118-185,771	
Projected Balance		\$ +2,210 - \$ +17,863		\$ -9,045 - \$ +6,607		\$ -3,992 - \$ +11,661	

d. *What faculty and staff development services will be needed?*

The Graduate Director will require equivalent career development support for faculty and staff in comparable programs and departments. Typically this includes travel to attend the annual meeting of the American Association of Museums and/or an appropriate cognate discipline such as the American Anthropological Association.

5. Accreditation Plan

The proposed program will be subject to Academic Program Review (APR) as part of UNM's larger accreditation process. Program review will be coordinated through the office of the Vice Provost for Academic Affairs in concert with UNM's Accreditation Director. Although there is no formal accreditation program for Museum Studies programs *per se*, the program will be subject to additional review as part of the larger American Association of Museum's reaccreditation review of the Maxwell Museum of Anthropology, where the program will be centered.

6. Additional Information

a. Provide any additional information needed to make the case for development of a proposal.

A larger more comprehensive document outlining the proposed museum studies program in greater detail entitled *Program Description* (2008) has been prepared by the Museum Studies Working Group and is available upon request. The need for a graduate degree program in Museum Studies is also documented in the *Strategic Plan, Maxwell Museum of Anthropology, April, 2008* and *UNM Museums and Collections Policy, October 10, 2008* a special report prepared at the request of UNM President David Schmidley to address UNM Internal Audit: *Assessment of Art Collection Management Report 2007-34*.

December 10, 2008 (Revised March 7, 2011, version 14).

WWW Sources:

American Association of Museums
(<http://iweb.aamus.org/Membership/MemberDirectorySearch.aspx>)

Bureau of Labor Statistics
(<http://www.bls.gov/oco/ocos065.htm>)

Museumstuff.com
(<http://www.museumstuff.com/museums/usa.php>)

U.S. Census
(<http://factfinder.census.gov/>)

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Form D Attachment 2: Program Proposal

1. Program Description: What is the program and why should we offer it? Include the program's major goals.

What are our goals?

The purpose of this program is to establish an interdisciplinary graduate course of study leading to a M.S. or M.A. degree in Museum Studies and to strengthen and expand UNM's existing graduate minor in Museum Studies. The major goals are: a) to provide a formal graduate program to meet New Mexico's growing need for trained museum professionals, b) to strengthen New Mexico's vibrant and growing tourist industry, c) to increase the quality of museum based public education, d) to support and provide training for tribal and pueblo museums and cultural centers, and e) to encourage and facilitate object-based scientific and humanistic research.

Why should UNM offer this program?

First, the State of New Mexico ranks tenth in the United States in the number of museums per capita. The number of museums continues to grow and existing ones expand to meet ever-increasing demand. Tribes and pueblos also are using their resources to build and strengthen museums and cultural centers. **Second**, the State lacks an educational path to the museum profession, while at the same time there is a pressing need for trained museum professionals. Studies project increased demand for trained museum professionals with graduate-level expertise in museum studies. Financial support for museums and museum-related facilities has increased over the past two decades. More than 100,000 people are employed in museums in the United States as collection managers, curatorial assistants, registrars, museum educators, exhibit development staff, curators and administrators. **Third**, graduates will be qualified for a variety of other careers including outdoor education, interpreters in local, state, and federal parks and visitor centers, and mid-level careers in field biology, fine arts, anthropology, and natural history. Others will be inspired to continue their education at the doctoral level. **Fourth**, UNM has five museums with significant collections and is uniquely positioned to provide the leadership to offer graduate education and undergraduate certificate training in museum studies. **Fifth**, the proposed program will enhance educational opportunities for a broad range of diverse students. It will provide training opportunities for individuals from underrepresented groups, including Native American tribal members for positions in emerging tribal and pueblo museums and similar cultural institutions. **Sixth**, it will create new and unique opportunities for collaborative and self-directed research and learning that will serve as a resource for knowledge for New Mexico, the nation and the world. **Seventh**, research funding, graduate courses, and faculty expertise in museum studies are already in place in several UNM departments, centers, and institutes in anthropology, biology, earth and planetary science, and fine arts. A focused Museum Studies program in partnerships with NM museums, tribal governments, and local, state, and federal agencies will enable New Mexico to compete more favorably for extramural research and educational funding.

How does the program fit within the UNM mission and strategic plan?

This program will strengthen UNM's ability to build, through its Museums, its growing and effective network of partners promoting the University mission through student-centered programming in cooperation with the UNM's academic departments. UNM Museums are significant assets for student collaboration with each other, faculty and staff, and organizations outside the University. The Museum Studies Program will engage students, faculty, and staff in exciting physical and intellectual challenges for collection and field research and provide unique settings for formal and informal object-based research and education. The Program will build upon UNM Museums' existing collaborative relationships with on- and off-campus scholars and create an expanded off-campus resource base for programmatic collaboration. The graduate program will contribute original research enhancing the acquisition and understanding of the Museums' collections. Knowledge will be disseminated to professional and public audiences through scholarly referred and popular publications, lectures, exhibit content, formal and informal museum education, and a variety of public and academic programs.

How does the program fit within the units' future plans and research priorities?

The Museum Studies Program will advance UNM's mission by providing graduate training in the application of technology and the social and natural sciences important to the economy, natural resources, and cultural heritage of New Mexico and the nation. This program will benefit UNM's national stature by recruiting exceptional graduate students and help attract new faculty in cognate disciplines by providing expanded opportunities for museum-based research and outreach. UNM's museums are widely recognized as regional and national treasures resulting from their collections and professional expertise in research and formal and informal education. It will promote UNM's value of excellence by focusing and strengthening existing curriculum and incorporating distance learning (DL). It will bring together a unique consortium of UNM Museums, courses, laboratories, researchers, museum professionals and educators in a statewide and national network to train qualified graduate students for teaching, research, and public service in Museum contexts. Distance learning (DL) will be an integral part of the Museum Studies professional certificate program and increase graduate and DL enrollment. DL will consist of providing short courses at UNM branch campuses; television broadcasting [ITV]; and on line [internet] course offerings.

How does the program fit with related offerings at UNM and regionally?

There are about 90 museum studies graduate programs in the US. The majority of these are sub-programs or "tracks" within anthropology or art departments. In the Rocky Mountain/Plains/Southwest region, only the University of Colorado Boulder and Texas Tech University offer broad interdisciplinary graduate museum training in anthropology, fine arts, natural history, and science. There is no graduate program in Museum Studies in New Mexico. However, the Institute of American Indian Arts (IAIA) in Santé Fe offers distance learning and Associate and Bachelor degrees in Museology. The IAIA

program is directed to Native Americans focusing primarily on Native American Arts and Cultures. It is designed to prepare individuals to assume careers in Native American Museums, cultural centers, and galleries. The proposed UNM Program will offer greater disciplinary breadth including Native American Studies, as well as anthropology, archaeology, biology, earth and planetary science, and fine arts. The UNM program will be synergistic with IAIA and provide a path for education beyond the associate and baccalaureate levels.

An analysis of the number of museums in the US using statistics compiled by the American Association of Museums (AAM), the Institute of Museums and Library Services (IMLS), and additional web sources indicates that New Mexico ranks tenth in the nation in the number of museums per capita. According to the Bureau of Labor Statistics, job opportunities in Museum Studies are expected to increase faster than the national average possibly by as much as 18% through 2016 (<http://www.bls.gov/oco/ocos065.htm>). Given the Bureau of Labor projections, the relatively large number of museums per capita in New Mexico, the regional emphasis on developing tourism, and increasing needs for curation related to biological and cultural research and preservation, it reasonable to presume there will be employment opportunities both regionally and nationally for highly qualified museum professionals.

Form D Attachment 3: Catalog Description (program curriculum)

Museum Studies (MSST) Program Description

The Museum Studies Program is designed to provide students academic training in essential aspects of museology. The Program offers a 33 credit hour interdisciplinary Master's degree, a 15 credit hour graduate minor, and a 15 credit hour undergraduate professional certificate in Museum Studies. It is designed to prepare students for a variety of museum and museum related occupations, including: collections managers, registrars, museum educators, exhibit developers, park interpreters, and administrators.

Financial Support

Students in good standing are eligible to receive funding through the Program in the form of grants or graduate assistant employment. Although it is the Program's goal to provide as much funding as possible for all of its students, it cannot guarantee any level of funding for any individual student. Information concerning University-administered financial aid can be obtained from the University of New Mexico, Student Financial Aid, MSC11 6315, 1 University of New Mexico, Albuquerque, NM 87131-0001; Phone: (505) 277-8900; Web: <http://www.unm.edu/~finaid/>.

Graduate Degree

Application Information: The Museum Studies Application Review Committee will begin reviewing complete graduate applications on the first Friday of January and will not accept any files or additional information after that date. It is up to the applicant to allow adequate time (6 to 8 weeks prior to the department deadline) for processing and mail delivery of the application. The committee will not accept faxed or Xeroxed copies of any information.

The following materials must be included to complete the application file: three letters of recommendation, a letter of intent, official transcripts, GRE scores, the University of New Mexico graduate school application, Registration Information Form and application fee.

Applicants to the graduate program must identify their particular area of interest and their academic and professional goals in a letter of intent directed to the Museum Studies Graduate Application Review Committee. GRE scores (verbal/analytical/quantitative) and three letters of recommendation also are required as part of the application which will be reviewed by the Museum Studies Graduate Application Review Committee, in consultation with the department pertinent to the student's discipline if appropriate. Acceptance into the program will depend upon: the number of openings available for new graduate students; the applicant's potential as indicated by the materials submitted with the application; and agreement by an appropriate faculty person to act as advisor to the student. No student will be accepted into the program unless he or she can be placed

under the direction of a faculty advisor who will help to plan the student's program. Students admitted to the program may change their advisor, subject to prior approval by the new advisor. Continuation in the program will require progress at a rate deemed satisfactory by the student's graduate advisor in consultation with the student's graduate committee, which will review progress each year. General departmental requirements are described below.

Students accepted to the graduate program may choose between two courses of study - a thesis track and a project track. All students must have a firm grounding in museum studies through the required core museology curriculum as well as specialization in a cognate discipline. Students in either the thesis or project tracks will be required to complete one museum practica. Graduate course work may include field projects related to the student's chosen specialization. Course work may include field projects related to the student's chosen cognate discipline in an area of specialization.

The practicum (MSST 586) is a 3 credit internship that includes at least 150 service or participatory hours. The practicum is an opportunity for students to gain hands-on experience in some aspect of museum work. Practica are offered through the Harwood Museum of Art, Institute of Meteoritics, Maxwell Museum of Anthropology, Museum of Southwestern Biology, the UNM Art Museum, and other UNM collections and programs. Students are also encouraged to conduct practica at off-campus cooperating institutions. In the event that a student has extensive museum experience prior to entering the Program, the internship requirement (MSST 586) may be waived by the student's graduate committee.

In addition to the core curriculum, the graduate requirements also include successful completion of Seminar in Museum Methods (MSST 485/585) and Practicum: Museum Methods (MSST 486/586). The Seminar in Museum Methods (MSST485/585) is designed to explore theoretical and practical work in specific museum problems, topics and themes. Requirements are for both the thesis and project tracks are listed below:

Core Courses (Project and Thesis Tracks):

MSST 507 Museum Practices	3
MSST 575 Museum Interpretation	3
MSST 576 Museum Collection Management	3
MSST 585 Seminar in Museum Methods	3
MSST 586 Practicum: Museum Methods	3

Project Track:

Cognate Discipline Hours (500+)*	15
Total course hours:	30
Project hours (MSST 598)	3
Minimum credits required:	33

Thesis Track:

Cognate Discipline Hours (500+)*	15
Total course hours:	27
Thesis hours (MSST 599)	6
Minimum credits required:	33

* Cognate hours may also include practicum work, field methods courses, and up to six hours of *300 or *400 level classes, if appropriate. Cognate hours may be taken in more than one department or school. Some Museum courses may count as cognate hours with advisor approval.

Graduate Minor in Museum Studies (UNM Catalog 2008-09:460).

The Graduate Minor in Museum Studies is intended to be an interdisciplinary program that emphasizes mentoring and collaborative opportunities through a combination of structured work experiences, academic instruction, supervised internships, and short-term professional workshops and training courses. Additional emphasis will be placed on collection care, management, and preservation.

The Graduate Minor in Museum Studies will require 9 hours of course work and 6 hours of internship for a total of 15 hours.

Internship opportunities will be created at a number of museums on the University of New Mexico campus and around the state. Each internship will have a specific relation to the needs of the institution and its collections. Students will be able to apply for internships at specific museums. The application process will be competitive and based on selection criteria established by the specific internship's requirements.

The minor is available to any student enrolled in a graduate degree program. Once completed the minor designation will appear on a student's transcript.

The minor is distributed as follows:

6 hours of required Core Courses

MSST 507, Museum Practices (3)

MSST 585, Seminar in Museum Methods (3)

3 hours of Museum Studies Topics courses

ARTH 529, Topics in Art History (3)

6 Hours of Internship

MSST 586, Practicum: Museum Methods (3)

Museum Studies (MSST) (directly from UNM Catalog 2008-09:475).

311./511. Material Culture in America. (3)

(Also offered as AMST 311/511.) This course covers the theory and practice of material culture study as it has been used to define American culture. Course content includes architecture, technology, religious art and artifacts, literary, folk and “fine” arts.

407./507. Museum Practices. (3 to a maximum of 6) Δ

(Also offered as ANTH 402, ARTH 407.) History, philosophy and purposes of museums. Techniques and problems of museum administration, education, collection, exhibition, conservation and public relations. {Offered upon demand}

485./585. Seminar in Museum Methods. (3 to a maximum of 6) Δ

(Also offered as ARTH, ANTH 485.) Theoretical and practical work in specific museum problems. Prerequisite: 407 or ANTH 402. {Offered upon demand}

486./586. Practicum: Museum Methods. (3)

(Also offered as ARTH, ANTH 486.) Practicum in museum methods and management. Prerequisite: ARTH 407 or ANTH 402. {Offered upon demand}

507./407. Museum Practices. (3 to a maximum of 6) Δ

(Also offered as ANTH 582, ARTH 507.) History, philosophy and purposes of museums. Techniques and problems of museum administration, education, collection, exhibition, conservation and public relations. {Offered upon demand}

511./311. Material Culture in America. (3)

(Also offered as AMST 311/511.) This course covers the theory and practice of material culture study as it has been used to define American culture. Course content includes architecture, technology, religious art and artifacts, literary, folk and “fine” arts.

585./485. Seminar in Museum Methods. (3 to a maximum of 6) Δ

(Also offered as ARTH, ANTH 585.)

Prerequisite: 407 or ANTH 402. {Offered upon demand}

586./486. Practicum: Museum Methods. (3 to a maximum of 6) Δ

(Also offered as ARTH, ANTH 586.)

Prerequisite: ARTH 585 or ANTH 585. {Offered upon demand}

Proposed New Courses:

MSST 475./575. Museum Interpretation (3)

Public education within museum contexts including exhibit research, planning, development, production; traveling trunks, booklets, outreach, public programming, evaluation, and digital and virtual applications. {Offered every academic year}

MSST 476./576. Museum Collection Management (3)

Method, theory, and practice of collection management including acquisitions, law, ethics, organization, storage and retrieval, environmental controls, security, stabilization, use, risk management, and data management. {Offered every academic year}

MSST 598. Graduate Project. (1-6, no limit) Δ

Projects must be museum based. They may be exhibits, films, educational programs, collection curation, field collection and analysis, or other museum endeavors. All projects must be original contributions to museums, or the museum profession, and demonstrate contemporary knowledge of museum methods, theory and practice. Offered on a CR/NC basis only.

MSST 599. Master's Thesis. (1-6, no limit) Δ

Limited to graduate majors in the master's program.

Form D Attachment 4: Graduate Program Projected Costs
 Revised Financial Plan (February 2011)

At the recommendation of the Provost, a tuition differential is requested to help support the proposed UNM Museum Studies program. The differential is necessary to meet projected program costs and is consistent with tuition rates for other Museum Studies programs. The financial burden on students is anticipated to be minimal, because most students will be supported by graduate student assistantships from research grants and contracts, the Hibben Trust, paid internships and scholarships from participating institutions, and other sources of internal and external support. The table below compares tuition rates based on enrollment for nine or more credit hours for similar graduate programs nationally, and at neighboring state universities that offer similar programs. Even with the proposed tuition differential included in the table below, the proposed tuition for the UNM Museum Studies program is well below national and regional rates.

Museum studies tuition comparison

Institution	Degree	9hrs		9hrs	
		Resident Tuition*	Non-Resident Tuition*	Tuition & fees- Resident	Tuition & fees- Non-Resident
Georgetown University	M.A. in Art and Museum Studies		\$1,577	\$29,913	\$29,913
University of Colorado, Boulder	M.S. in Museum & Field Studies	\$496	1,336	5,215	12,775
New York University	M.A. Museum Studies		1,272	12,753	12,753
University of Florida	M.A. in Museum Studies	389	1,070	4,093	10,616
The George Washington University	M.A. in Museum Studies		1,175	10,589	10,589
Arizona State University	M.A. in Anthropology, Certificate in Museum Anthropology. Converting to M.A. in Museum Studies starting in fall 2011	608	919	4,425	8,441
University of Washington	M.A. in Museology	502	1,113	3,817	8,263
University of New Mexico	Proposed M.A./M.S. Museum Studies	400	955	3,601	8,591
Texas Tech University	M.A. in Museum Science	232	542	3,270	6,059
Brigham Young University	Certificate in Museum Practices in conjunction with Anthropology M.A.	(LDS) 310	(Non-LDS) 620	2,790	5,580

*1-hour tuition rate, fees not included.

The proposed tuition differential is \$148.40 per credit hour, which is based on the Anderson School of Management. Enrollment projections call for 8 – 10 graduate students in the program the first year, 16 – 18 in year two, and 25 by year three. The return to the program is projected to be \$10,684 per semester, or \$21,369 for year one. The differential will fund provide a Special Administrative Component (SAC) for an existing UNM faculty member to lead the program, part time clerical support, IT, and other program costs as the program matures. In the College of Arts and Sciences SAC's generally range between \$3,000 – 5,000 annually. The SAC will provide temporary leadership until the contractually obligated funding for the full-time faculty graduate director is approved and the position filled. There are several members of the UNM faculty who are qualified and willing to serve in this capacity temporarily.

Year	New Graduate Students	Returning & Continuing Students	Total Students	Credit Hours
1	8	0	8	144
2	9	8	17	282
3	10	14	24	315
4	10	15	25	330
5	10	15	25	330

Projected **graduate enrollment and graduate student credit hours** (including thesis-project hours) based on estimated average time of 2.5 years to completion.

Additional fiscal support is anticipated from private donors, Extended University, and course fees. Extended University has projected seed funding and recurrent revenue to be \$11,530 – 27,183 annually. At least three of the courses (MSST 407/507, 475/575 and 476/576) are may require course fees depending on specific instructional requirements and the number and distance of field trips. However, course fee revenue is not included in the table “Projected Graduate Program Cost Estimates and Resources”, because these fees will have to be determined by the instructors. Although course fees have not yet been determined, they are projected to average approximately \$75 per course. Private donors already have contributed \$27,000 to renovate space and provide equipment for the Program, and the Hibben Trust has pledged two recurring graduate assistantships with Native American and Southwest students receiving priority for funding.

Revenues	Year 1	Year 2
Tuition differential revenue	\$21,369	\$42,738
Course Fees	\$1,800	\$2,700
Extended University	\$11,530 – \$27,183	\$11,530 – \$27,183
Total revenues	\$34,699 - \$50,352	\$56,968 - \$72,621
Committed Extramural Contributions		
Facilities renovation and equipment (One time only private donors)	\$27,000	
Two recurrent Graduate Fellowships (Hibben Trust)	\$28,000	\$28,000
Total contributions	\$55,000	\$28,000

A half-time program specialist (0.5 FTE @ \$21,000 annually exclusive of benefits) will be necessary to support faculty and students, track graduate applications, maintain graduate student files, provide administrative coordination, and coordinate with the larger administrative demands of the University. The Graduate Director will require equivalent career development support for faculty and staff in comparable programs and departments. Typically this includes travel to attend the annual meeting of the American Association of Museums and/or an appropriate cognate discipline.

There is a contractual agreement between the College of Arts and Sciences and the Director of the Maxwell Museum committing the college to fund a new faculty position to lead the Museum Studies Program. Because the Maxwell Museum is a museum of anthropology, this new faculty hire should be an Anthropologist (or hold a Ph.D. in closely related discipline) committed to interdisciplinary museum education and research. The candidate will stand for tenure (or be tenured) in Anthropology, or Museum Studies, and support the Department of Anthropology by teaching at least one course a year in Anthropology as well as teaching museum studies courses and serving as Graduate Director for museum studies program. The Graduate Director may also teach the one new required course (Museum Interpretation).

The proposed curriculum will be enriched significantly by providing additional courses to further museum professionalism. There are many well-educated and experienced museum professionals in the Albuquerque and Santa Fe area that are available as part time instructors. Many are qualified to offer resident and DL specialty courses such as museum conservation, museum administration, visitor evaluation, museum education, and exhibit design and development. The program will draw upon this pool of expertise and offer valuable enrichment courses.

Category	Item	FY12		FY13		FY14	
		Quant	Cost	Quant	Cost	Quant	Cost
Personnel							
	Faculty Director	1.00	\$ 5,000 (SAC)	1.00	\$ 5,000 (SAC)	1.00	\$ 65,000 (I&G)
	Graduate Student Asst	0.00	\$ 0	2.00	\$ 28,000	2.00	\$ 28,000
	Program Specialist (Gr 12)	1.00	\$ 0	0	\$ 0	0.50	\$ 21,000
	Part-Time Instruction	0	\$ 0	2.00	\$ 10,000	3.00	\$ 15,000
	SubTotal		\$ 5,000		\$ 43,000		\$ 129,000
Fringe							
	Associate Professor		\$ 0	0	\$ 0	1.00	\$ 20,150 (I&G)
	Program Specialist		\$ 0	0	\$ 0	0.50	\$ 7140
	SubTotal		\$ 0		\$ 0		\$ 27,290
Supplies							
	Software		\$ 0		\$ 2,500		\$ 1,500
	Office Supplies		\$ 0		\$ 4,000		\$ 3,000
	Instructional Materials		\$ 0		\$ 5,000		\$ 2,000
	SubTotal		\$ 0		\$ 11,500		\$ 6,500
Equipment							
	MacPro workstation	1	\$ 0		\$ 5,675		\$ 0
	Video Projector	1	\$ 0		\$ 1,000		\$ 0
	Office Furniture		\$ 0		\$ 4,000		\$ 0
	Telephone & Fax	2	\$ 0		\$ 250		\$ 0
	SubTotal		\$ 0		\$ 10,925		\$ 0
Travel							
	Prof. Dev.		\$ 0		\$ 0		\$ 5,000
	SubTotal		\$ 0		\$ 0		\$ 5,000
Other							
	Web & IT		\$ 5,000		\$ 5,000		\$ 5,000
	Postage		\$ 100		\$ 100		\$ 100
	Telephone		\$ 720		\$ 720		\$ 720
	AAM Membership		\$ 500		\$ 500		\$ 500
	Facility Remodeling		\$ 25,000				
	SubTotal		\$ 31,320		\$ 6,320		\$ 6,320
Total Direct Costs (estimated)			\$ 36,320		\$ 71,745		\$ 174,110
Revenues							
Instruction and General (I&G)						\$ 85,150	
Tuition differential revenue		\$ 0		\$ 21,369		\$ 42,738	
Private Donors (received)		\$ 27,000		unknown		unknown	
Hibben Trust		\$ 0		\$ 28,000		\$ 28,000	
Course Fees		\$ 0		\$ 1,800		\$ 2,700	
Extended University		\$11,530-\$27,183		\$11,530-\$27,183		\$11,530-\$27,183	
Projected Revenue & Funding		\$38,530-\$54,183		\$62,699-\$78,352		\$170,118-185,771	
Projected Balance		\$ +2,210 - \$ +17,863		\$ -9,045 - \$ +6,607		\$ -3,992 - \$ +11,661	

Institution: The University of New Mexico
Proposed Program: Graduate Museum Studies

Projected Graduate Program Cost Estimates and Resources

ESTIMATED REVENUES	Year 1		Year 2		Year 3		Year 4		Year 5		Year 6	
	Existing	New	Existing	New	Existing	New	Existing	New	Existing	New	Existing	New
Projected University I&G or Tuition		11,530 to 27,183	11,530 to 27,183	21,369	32,899 to 48,552	106,519	139,418 to 155,071	3,882	143,300 to 158,953	2,200	145,520 to 161,173	
External Grants and Contracts												
Other		27,000		29,800		900		30,700				30,700
TOTAL REVENUE		38,530 to 54,183		\$62,699 to \$78,352		\$170,118 to \$185,771		\$174,000 to \$189,653		\$176,220 to \$191,873		\$176,220 to \$191,873
ESTIMATED EXPENSES		Year 1		Year 2		Year 3		Year 4		Year 5		Year 6
Salaries and/or benefits (Faculty & Staff)	Existing	New	Existing	New	Existing	New	Existing	New	Existing	New	Existing	New
Learning Resources												
Equipment				10,925								
Facilities & modifications		25,000										
Other		6,320		11,500		5,000		17,820		17,820		17,820
TOTAL EXPENSES		36,320		71,745		174,110		174,110		174,110		174,110
DIFFERENCE (Rev.-Exp.)		+2,210 to +17,863		-9,046 to +6,607		-3,992 to +11,661		-110 to +15,543		+2,110 to +17,763		+2,110 to +17,763
ESTIMATED IMPACT OF NEW PROGRAM		Year 1		Year 2		Year 3		Year 4		Year 5		Year 6
FTE Enrollment		8		17		24		25		25		25
Projected Annual Credits Generated		144		282		315		330		330		330
Tuition Generated		\$36,245		\$70,979		\$79,288		\$83,061		\$83,061		\$83,061

**Graduate Museum Studies
Projected Revenue Models
Provided by Extended University (2010)**

Scenario #1 - Graduate Online Courses	Semester #1		Subsequent Semesters	
	per section	6 sections	per section	6 sections
Prior to Scheduling:				
Seed Funding (per section)	\$ 2,500.00	\$15,000.00	\$ -	\$ -
At time of Scheduling:				
Seed Funding (per section)	\$ 2,500.00	\$15,000.00	\$ -	\$ -
Development Stipend	\$ 2,000.00	\$12,000.00	\$ -	\$ -
At Census Date (first semester):				
Instruction Support to MS	\$ 4,000.00	\$24,000.00	\$ 4,000.00	\$ 24,000.00
Revenue Sharing to MS	\$ 530.60	\$ 3,183.60	\$ 530.60	\$ 3,183.60
Total funds to Museum Studies - Semester 1	<u>\$ 11,530.60</u>	<u>\$69,183.60</u>	<u>\$ 4,530.60</u>	<u>\$ 27,183.60</u>

Scenario #2 - Graduate ITV Courses	Semester #1		Subsequent Semesters	
	per section	6 sections	per section	6 sections
Prior to Scheduling:				
Seed Funding (per section)	\$ -	\$ -		
At time of Scheduling:				
Seed Funding (per section)	\$ -	\$ -		
Development Stipend	\$ -	\$ -		
At Census Date (first semester):				
Instruction Support to MS	\$ 3,000.00	\$18,000.00	\$ 3,000.00	\$ 18,000.00
Revenue Sharing to MS	\$ 530.60	\$ 3,183.60	\$ 530.60	\$ 3,183.60
Total funds to Museum Studies - Semester 1	<u>\$ 3,530.60</u>	<u>\$ 21,183.60</u>	<u>\$ 3,530.60</u>	<u>\$ 21,183.60</u>

Scenario #3 - Graduate Hybrid Courses	Semester #1		Subsequent Semesters	
	per section	6 sections	per section	6 sections
Prior to Scheduling:				
Seed Funding (per section)	\$ -	\$ -		
At time of Scheduling:				
Seed Funding (per section)	\$ -	\$ -		
Development Stipend	\$ -	\$ -		
At Census Date (first semester):				
Instruction Support to MS	\$ -	\$ -	\$ -	\$ -
Revenue Sharing to MS	\$ -	\$ -	\$ -	\$ -
Total funds to Museum Studies - Semester 1	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

Scenario #4 - Live Certificate Courses	Semester #1		Subsequent Semesters	
	per section	6 sections	per section	6 sections
Tuition	\$ 3,600.00	\$21,600.00	\$ 3,600.00	\$21,600.00
EU support	\$ 1,200.00	\$ 7,200.00	\$ 1,200.00	\$ 7,200.00
Instruction Support	\$ 2,100.00	\$12,600.00	\$ 2,100.00	\$12,600.00
Total funds to Museum Studies - Semester 1	<u>\$ 2,100.00</u>	<u>\$12,600.00</u>	<u>\$ 2,100.00</u>	<u>\$12,600.00</u>

notes:

- 1 Assumes 10 students per section offered
- 2 Tuition is variable through Extension, and is determined by Museum Studies. The tuition here is for representation only.
- 3 EU retains 1/3 of tuition revenue to fund scheduling and other support costs, with the balance credited to Museum Studies.
- 4 Hybrid courses (less than 75% online) do not generate funding for EU and therefore cannot participate in the EU funding model. EU does support hybrid courses for development.
- 5 Revenue Sharing is a formula that takes total tuition generated, less the instruction funding, x 60%.



November 22, 2010

TO: Faculty Senate Curriculum Committee

FROM: Brenda J. Claiborne
Dean

A handwritten signature in black ink that reads "Brenda J. Claiborne". The signature is written in a cursive style and is positioned to the right of the typed name and title.

SUBJECT: Museum Studies Degree Program

It is with much pleasure that I promote the proposal for a Master's Degree program in Museum Studies from the College of Arts and Sciences, following approval by the College's Curriculum Committee. The degree program is an interdisciplinary graduate course of studies in Museum Studies that builds on the existing graduate minor in Museum Studies and offers a truly unique curriculum at the University of New Mexico.

The curriculum well developed, and its approval by the College Curriculum Committee reflects my strong belief in the importance of the program, as well as the outstanding quality of the proposed coursework. As an interdisciplinary program it will have broad positive impact across Colleges and Departments in terms of student opportunities and will increase semester credit hour generation at both the graduate and undergraduate levels.

It is important to note that funding commitments to the Program have already been obtained from a number of sources, including private donors, Extended University, and the Hibben Trust. The Director of the Maxwell Museum, Dr James Dixon, is actively working with the UNM Foundation to obtain additional financial support, and we anticipate that extramural support will increase as the program proposal progresses through academic review. The College has committed to support a tenure-track faculty member to be the Director once the Program has been approved and when funds are available to allocate to the position.

As Dean of the College of Arts and Sciences, I fully support the proposal. This exciting degree program is being proposed at a time when UNM needs to step forward with new, innovative, and relevant initiatives. The Museum Studies program is widely recognized both within and outside UNM as one of those initiatives and enjoys broad support from a broad spectrum of faculty and students.



Maxwell Museum of Anthropology

January 21, 2010

MEMORANDUM

TO: Dr. Brenda Claiborne, Dean
Dr. Phillip Gonzales, Associate Dean
College of Arts and Sciences

FROM: E. James Dixon, Maxwell Museum of Anthropology

SUBJECT: Hiring request FY 2011

Please find attached a copy of the addendum to my letter of offer negotiated with interim dean Vera Norwood dated June 15, 2007. The addendum authorized a new faculty line to teach courses in museum studies and build the museum studies program in the College of Arts and Sciences. The program director will be a full time (9 month) tenured (or tenure track) faculty member. The recruitment request is for an Anthropologist with training, experience, expertise, and ability to lead an interdisciplinary museum studies program offering a Masters degree and undergraduate certificates. The position was negotiated as a faculty line in Anthropology with the understanding that it does not count against future, or pending, faculty hiring requests by the Department of Anthropology.

The Department of Anthropology is organized by subfields (specialties) with graduate and undergraduate programs. The Anthropology subfields that best compliment the mission and collections of the Maxwell Museum are: 1) Archeology, 2) Evolutionary Anthropology, and 3) Ethnology. Recruitment would be for an individual with expertise in one or more of these three subfields, expertise in museum studies, and experience in teaching, research, and service in a museum context.

Position description: The Museum Studies program director provides leadership in museum studies including program recruitment, admissions, student advising, developing and maintaining relationships with academic departments. The program director facilitates internships, and teaches courses in museum studies and anthropology. The program director chairs the program's curriculum committee, implements and maintains distant learning courses, hires part time instructors, and supervises support staff. The program director maintains relationships with museums within the UNM system, throughout New Mexico, and nationally to identify and develop internship opportunities for students. The program director must be committed to empirical research in museum studies and anthropology, student mentoring in both museum studies and anthropology, service to the public and profession, and sensitive to community and cultural issues. The program director will maintain relationships with tribes in NM to facilitate program development, recruit students, and promote internship placements. As a member of the anthropology faculty, the program director maintains active engagement in research and

advances the program and University through publication, proposal writing to support program goals, and professional and public service.

Implementation request: Permission is requested to advertise this position at the associate or full professor level at a salary of \$85,000. This is \$20,000 above the negotiated addendum amount because the position can best be filled by a senior scholar experienced in program administration at the rank of associate professor or professor. Permission is requested to advertise and complete the search for the position in FY 11 academic year (2010-11) and hire the successful candidate in FY 12 (August 2011).

This position will increase the synergy between UNM's museums, departments, and colleges. It will strengthen the graduate programs in cognate departments; primarily Anthropology, Art and Art History, Biology, and Earth and Planetary Sciences. It will enrich the undergraduate curriculum and provide valuable distant learning opportunities for non-traditional students.



Signature

1-22-10
Date

E. James Dixon
Director Maxwell Museum of Anthropology
Professor of Anthropology



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AMERICAN UNIVERSITY

Office of the Dean

March 1, 2009

To: Suzanne Ortega, Provost

Fr: Brenda Claiborne, Dean

Brenda Claiborne

Re: Request for approval of tenure track hire at the Maxwell Museum

As you may see by the attached documentation, when Dr. James Dixon was hired as a professor of Anthropology and director of the Maxwell Museum of Anthropology, former Interim Dean Vera Norwood agreed to the hiring of another tenure track faculty member specifically in the area of museum studies. The new hire will advance the development of a Museum Studies Program, an initiative that Dr. Dixon was in part hired to create, and to which he gives attention in his hiring request memo to the College.

I am committed to making this hire happen. I am asking for your approval at this time so that Jim can go forward with it.

Hibben Charitable Trust
PO Box 1966
Albuquerque, NM 87103

March 7, 2011

Dr. James Dixon,
Director Maxwell Museum
Hibben Center, UNM Main Campus

Dear Jim,

I write to reiterate the sense of the Hibben Trustees who are avid to begin support for Native American Students recruited to your first 2012 class of Museum Studies students. Unless financial markets tank again, we will be able to fund 2 masters students at a level somewhat below that now provided for each Doctoral Hibben Graduate Fellowship. We are still sorting details. Nonetheless, the strong potential for recruiting Native American students which you conveyed to us would bring in the students we are most obliged to support, per Frank Hibben's directives to us, his Trustees. Feel free to convey this message to the Museum Studies Committee if you find it appropriate.



David E. Stuart, for the Hibben Trustees

cc. Michael Graves, Professor and Chair, Anthropology

Addendum to offer to E. James Dixon, Director of Maxwell Museum:

In addition to the items in the letter of offer to Professor Dixon I agree to:

- 1) Authorize the hire of a Collections Manager during 2007-08 at a salary of up to \$35,000.
- 2) Authorize a search for an Assistant Professor/Curator with a joint appointment between Anthropology and the Maxwell Museum. This person will teach courses in Museum Studies and build the Museum Studies program in the College and the University. The search will be conducted in 2008-09 with a start date for fall 2009. Anticipated salary of approximately \$65,000. This is a new line, does not count against future Anthropology faculty openings.

Vera Norwood
Interim Dean
Arts and Sciences

Vera Norwood

June 15, 2007

MSST 598: Graduate Project

Projects must be museum based. They may be exhibits, films, educational programs, collection curation, field collection and analysis, or other museum endeavors. All projects must be original contributions to museums, or the museum profession, and demonstrate contemporary knowledge of museum methods, theory and practice.

Catalog Description

MSST 476./576. Museum Collection Management (3)

Method, theory, and practice of collection management including acquisitions, law, ethics, organization, storage and retrieval, environmental controls, security, stabilization, use, risk management, and data management. {Offered every academic year}

MSST 576/476
Museum Collection Management

Professor: E. James Dixon
Office: Hibben 111
Phone 277-4210
Email: jdixon@unm.edu

Museum Collection Management provides an overview of the methods and theory of collection management including: acquisitions, accessioning and deaccessioning, databasing, law, ethics, organization, storage and retrieval, environmental controls, security, stabilization, use, risk management, and data management to integrate the use of collections with other museum operations.

Texts:

Buck , Rebecca A. and Gilmore, Jean Allman 1998. Museum Registration Methods, American Association of Museums.

Fahy, A. (editor). 1995. Collections Management. Routledge Press, New York and London

Knell, Simon 1994. Care of Collections, Routledge Press. Mararo, M. 1998. A Legal Primer on Managing Collections. Smithsonian Institution Press, Washington DC 2nd edition.

Malaro, M. 1998. A Legal Primer on Managing Museum Collections. Smithsonian Institution Press, Washington, D.C. 2nd edition.

Reibel, D. 1997. Registration Methods for the Small Museum. 3rd edition. AltaMira Press, Walnut Creek California.

Course Requirements and Schedule

Collection Project: Individual class presentation and 4-6 page synthetic report about a specific museum collection. It can be any type of collection from any UNM museum, but each presentation and paper must describe a real museum collection. At a minimum each paper and presentation should include a history explaining the collection's origin(s); what it contains; how it has been accessioned and cataloged; an overview of its condition (stabilized, conserved, how stored/housed, etc.); a description of how it has been (or not been) used and why; an assessment of its potential for research, exhibit, and education; and recommendations for its future care and use.

Book Reviews: In addition to the texts, students taking the course for graduate credit must present an oral and written report on a book relevant to museum collection management. Some suggestions can be found in the attached list. Reports should be 4-6 pages (excluding bibliography) single-spaced, 12-point type, and one-inch margins. Class presentations should be approximately 10-15 minutes (10% of grade).

Collection Management Policy Evaluation. Choose a collection management policy either from a museum of your choice. In many cases these policies are available on-line. Evaluate the collection management policy you have chosen based on the criteria set forth in the texts and other readings for this course. For example, does the policy have all of the sections outlined by Malero in her description of collection policies? For your particular collection, are all of them necessary? Is the policy clearly written? Are there other kinds of information that are not in the policy that you think should be there? Compose a 5 - 8 page (double-spaced) written evaluation of the policy.

Graduate Thematic Projects: Those taking the course for graduate credit are required to research, write, and present a paper on a thematic topic. A list of the topics from which you may choose will be provided in class and include subjects such as collection stabilization, security, environmental controls, and integrated pest management. Only one student may do each topic. Topics must be scheduled by selected by the 3rd week of class and a list of proposed source material submitted by the 4th week. The papers should be no longer than twelve pages (excluding bibliography) single-spaced, 12-point type, and one-inch margins. Class presentations should be 15 -20 minutes in length.

Undergraduate Grading. Class participation 10%, collection project 25%, collection management policy evaluation 25%, final exam 40%.

Graduate Grading. Class participation 10%, book report 10%, collection project 15%, collection policy project 15%, thematic paper and presentation 20%, and final exam 30%.

Collections Management—Schedule

<u>Week</u>	<u>Topic</u>
-------------	--------------

-
- | | |
|---|---|
| 1 | Introduction, organization
History of collecting, mission statements |
| 2 | Why collect?
Types of collections, collection management policies |
| 3 | Acquiring and accessioning specimens; record keeping |

Archival materials, conservation treatment, when do you need a conservator?

- 4 Book reviews due: presentations and discussion I
Book reviews due: presentations and discussion II
- 5 Acquiring and accessioning specimens; record keeping I: discussion
Acquiring and accessioning specimens; record keeping II: discussion
- 6 Processing outgoing collections III: (loans, exchanges, deaccessions)
Processing outgoing collections IV: discussion
- 7 Databasing I
Databasing II
- 8 Collection project projects due: presentations and discussion I
Collection project projects due: presentations and discussion II
- 9 Organization, stabilization, storage, and retrieval I
Preventive care: handling, climate control
- 10 Organization, stabilization, storage, and retrieval II
Integrated pest management, light, humidity
- 11 Graduate thematic presentations I
Graduate thematic presentations II
- 12 Collection laws, regulations, and ethics I
Collection laws, regulations, and ethics II
- 13 Collection laws, regulations, and ethics III
Collection laws, regulations, and ethics IV
- 14 Collection policy evaluation reports and presentations I
Collection policy evaluation reports and presentations II
- 15 Environment and security
Conservation of collections
- 16 Moving, risk management, disaster planning
Review and Summary

Some Suggested Collection References and Books

Albright, Horace M. and Robert Cahn

1985 *The Birth of the National Park Service: the Founding Years, 1913-33*.
Howe Brothers, Salt Lake City.

American Association of Museums

2004 *The AAM Guide to Collections Planning*. ISBN # 978-0-931201-88-2.

American Association of Museums

1984 *Caring for Collections: Strategies for Conservation, Maintenance and Documentation* (4th edition). ISBN978-0-931201-22-6.

Bean, Susan S. and Frederic A. Sharf

1997 *The Korean Collection of the Peabody Essex Museum*. The Peabody Essex Museum, Salem, Massachusetts.

Bieder, Robert E.

1986 *Science Encounters the Indian, 1820-1880: the Early Years of American Ethnology*, University of Oklahoma Press, Norman.

Briggs, Derek E. G. and D.F. Erwin, and F.J. Collier

1995 *Fossils of the Burgess Shale*. Smithsonian Institution Press, Washington, D.C.

Cole, Douglas

1985 *Captured Heritage: The Scramble for Northwest Coast Artifacts*.
University of Washington Press, Seattle.

Crane, Susan A.

2000 *Collecting and Historical Consciousness in Early Nineteenth-Century Germany*. Cornell University Press, Ithaca, New York.

Dingus, Lowell

1996 *Next of Kin: Great Fossils at the American Museum of Natural History*.
Rizzoli, New York.

Elliot, Melinda

1995 *Great Excavations: Tales of Early Southwestern Archaeology, 1888-1939*.
School of the American Research Press, Santa Fe, New Mexico.

Fiffer, Steve

2000 *Tyrannosaurus Sue: The Extraordinary Saga of the Largest, Most Fought Over T. rex Ever Found*. W.H. Freeman, New York.

- Fong, Wen C. and James C.Y. Watt
 1996 *Possessing the past: Treasures from the National Palace Museum, Taipei*.
 Metropolitan Museum of Art: Distributed by H.N. Abrams, New York.
- Mayor, Adrienne
 2000 *The First Fossil Hunters: Paleontology in Greek and Roman Times*.
 Princeton University Press, Princeton, New Jersey.
- McGowan, Christopher
 2001 *The Dragon Seekers: How an Extraordinary Circle of Fossilists
 Discovered the Dinosaurs and Paved the Way for Darwin*. Perseus
 Publications, Cambridge, Mass.
- Monroe, Michael W.
 1995 *The White House Collection of American Crafts*. H.N. Abrams, New
 York.
- Morton, Alan Q. and Jane A. Wess
 1993 *Public and Private Science: the King George III Collection*. Oxford
 University Press.
- Post, Jeffrey E.
 1997 *The National Gem Collection*. National Museum of Natural History,
 Smithsonian Institution, New York.
- Thomas, David Hurst
 2000 *Skull Wars: Kennewick Man, Archaeology, and the Battle for Native
 American Identity*. Basic Books, New York.
- Watson, Peter
 1997 *Sotheby's: the Inside Story*. Random House, New York.

SELECTED MUSEUM JOURNALS

Archives and Museum Informatics
 Journal of the History of Collections (UK)
 Museum Management and Curatorship (UK)
 Museum International (UNESCO)
 SPNHC Newsletter

Catalog Description

MSST 475./575. Museum Interpretation (3)

Public education within museum contexts including exhibit research, planning, development, production; traveling trunks, booklets, outreach, public programming, evaluation, and digital and virtual applications. {Offered every academic year}

MSST 575/475
MUSEUM INTERPRETATION (3)
From Theory to Practice

Professor: E. James Dixon
Office: Hibben 111
Phone 277-4210
Email: jdixon@unm.edu

Museum Interpretation is designed to facilitate understanding the meaning and complex relationships between visitors, scholars, and objects (e.g. works of art, material culture, scientific specimens). It explores the methods, philosophy and utility of exhibit text, labels, contextual constructs (diorama, mural, etc.), adult and/or children's gallery guides, in-gallery materials, manipulatives and electronic interactives, videos, public programs, audio tours, interactive web materials or brochures to educate, enhance and enrich visitor experiences. This seminar provides an overview of the history, theory and practice of museum interpretation including student-led discussions of readings, and critical analyses of interpretive materials, the course covers hermeneutics (interpretation theory), and the interpretative challenges facing museums. It is designed to challenge students to creatively apply interpretative theory to develop museum materials, programs, and exhibits.

Readings:

- American Association of Museums (1992) *Excellence and Equity: Education and the Public Dimension of Museums*. (E&E) A Report From the American Association of Museums, Washington DC, 1992. ISBN # 0-931201-14-4.
- Faulk, John D. and Lynn D. Dierking (2000) *Learning from museums: Visitor experiences and the making of meaning*. Rowman and Littlefield, Walnut Creek, CA.
- Gadamer, Hans-Georg. (1975). Excerpt from *Truth and Method* on the hermeneutic problem.
- Hein, George E. (1998) *Learning in the Museum*. (LM) Routledge, New York, New York. 1998. ISBN # 0-415-09776-2.
- Hirsch, Joanne S. and Lois H. Silverman, eds. (2000) *Transforming Practice: Selections from the Journal of Museum Education*. Museum Education Roundtable, Washington DC. 2000. ISBN # 1-880437-0105.
- Hooper-Greenhill, Eilean. (2000). *Museums and the Interpretation of Visual Culture*. New York: Routledge Press.

Leinhardt, Gaea and Knutson, Karen. (2004). *Listening in on Museum Conversations*. Walnut Creek, CA: AltaMira Press.

Marstine, Janet. (2006). *New Museum Theory and Practice: An Introduction*. Malden, MA: Blackwell Publishing.

Roberts, Lisa A. (1997). *From Knowledge to Narrative: Educators and the Changing Museum*. Washington, D.C.: Smithsonian Institution Press.

Serrell, B. (1996). *Exhibit Labels: An Interpretive Approach*. Walnut Creek, CA: AltaMira Press.

Independent museum visit and critical analysis of interpretive materials: Individual class presentation and 4-6 pages written report about specific interpretative materials for a museum exhibit or program (15% of grade).

Book Reviews: In addition to the required readings, students taking the course for graduate credit must present an oral and written report on a book relevant to museum interpretation. Some suggestions can be found in the attached list. Reports should be no longer than 4 pages (excluding bibliography) single-spaced, 12-point type, and one-inch margins. Class presentations should be approximately 10-15 minutes (15% of grade).

Web reviews: Students taking the course for graduate credit must also conduct and present a web review by logging on to a museum web page(s) of your choice. Include URL and a few (no more than two or three) printed pages if appropriate. Review and evaluate the site's structure, ease of use, content, and critically evaluate how the institution is represented and presents itself. Reports should not to exceed two pages and should be accompanied by five-minute class presentations.

Final Projects: Each student will be required to conceptualize and present a paper that defines a museum interpretive project. The reports and presentations should employ a current theme, issue, or technique in museum exhibitry, education, or interpretation and draw upon the required readings. Please conceptualize this as an exhibit or educational program and employ the use of objects, simple graphics, and "programs" in your presentation. Careful thought should be given to defining your target audience and the ramifications of your theme in terms of its utility in educating your audience. Projects should be determined in consultation with the instructor. The papers should be at least twelve pages (excluding bibliography) single-spaced, 12-point type, and one-inch margins. Class presentations should be 15 -20 minutes in length.

Undergraduate Grading. Class participation 15%, interpretive critical analysis 25%, final project 60%.

Graduate Grading. Class participation 15%, book review 10%, web review 10%, interpretive critical analysis 15%, final project 50%.

Course Requirements and Schedule

- Week 1 Introduction, syllabus, definitions (examples) of interpretation
Reading assignment: Leinhardt/Knutson, Ch. 1 Learning, Ch. 2 Exhibitions; Gadamer, excerpt; Marstine, Introduction
Topic: Definitions of interpretation, hermeneutics, “new museum theory”
- Week 2 Small group discussions of readings
In-class reflective writing (1 page) on personal awareness of interpretation in a personal museum visit
Reading assignment: Leinhardt/Knutson, Ch. 5 Learning Environment; Roberts, Introduction, Ch. 1 Education as Entertainment
Topic: Personal experiences of interpretation; learning theories
- Week 3 Group museum visit #1 and critical analysis interpretive materials in light of personal experiences and readings
Reading assignment: Roberts, Ch. 2 Education as Empowerment, Ch. 3 Education as Experience
Assignment: Independent Museum Visit and critical analysis of interpretive materials (4-6 page report and class presentations).
Topic: Definitions of knowledge; practices of interpretation
- Week 4 Student-led class discussions of readings (2 students)
In-class writing analysis (2-page) of interpretive materials from independent museum visit in light of readings
Reading assignment: Roberts, Ch. 4 Education as Ethics, Ch. 5 Education as a Narrative Endeavour
Topic: Ethics of interpretation
- Week 5 Group museum visit #2 and critical analysis of interpretive materials in light of personal experiences and readings
Reading assignment: Hooper-Greenhill, Ch. 1 Culture and Meaning in the Museum, Ch. 2 Picturing the Ancestors and Imagining the Nation.
Writing assignment: Draft proposal for final project
Topic: Politics of interpretation; rethinking learning and teaching
- Week 6 Class critique of draft proposals for final project
Reading assignment: Hooper-Greenhill, Ch. 3 Speaking for Herself? Hinemihi and her Discourses, Ch. 4 Words and Things: Constructing Narratives, Constructing the Self
- Week 7 Student-led class discussions of readings (4 students)

- Writing assignment: Complete proposal for final project
Topic: Controversial topics of interpretation
- Week 8 DUE: Proposals for final projects
Group museum visit #3 and observation of visitors' experiences
Reading assignment: Hooper-Greenhill, Ch. 5 Objects and Interpretive Processes, Ch. 6 Exhibitions and Interpretation: Museum Pedagogy and Cultural Change
Topic:
- Week 9 Student-led class discussions of readings (2 students)
Reading assignment: Hooper-Greenhill, Ch. 7 The Rebirth of the Museum; McTavish, "Visiting the Virtual Museum" in New Museum Theory and Practice
Topic: Subjects and objects
- Week 10 Small group discussion of Post-Museum
Reading assignment: Serrell, Part 1: Overview, Ch. 4 Who is the Audience? Ch. 5 Learning Styles
Topic: Future of Museums; new media
- Week 11 Group discussion of readings with application to final projects
Reading assignment: Serrell, Ch. 6 Levels of Information and Modalities, Ch. 7 Writing Visitor-Friendly Labels, Ch. 8 Selecting the Right Reading Level, Ch. 9 Bilingual Labels, Ch. 10 Labels that Ask Questions
- Week 12 Peer critiques of draft interpretives based on readings
Student-selected readings from Serrell, Part 3 or on-line readings about labels; or student-selected readings from Marstine on the interpretive challenges of specific sites, including anthropology museums, aquariums, arboretums, art museums, children's museums, historic homes, national parks, natural history museums, science museums, university museums, zoos
- Week 13 Work session on final project and meetings as needed with instructor
- Week 14 Student presentations on selected readings/topics.
- Week 15 Presentations of final projects
- Week 16 Presentations of final projects

Interpretation books and references

- Ames, Kenneth L, Barbara Franco, and L. Thomas Frye (editors)
1997 *Ideas and Images: Developing Interpretive History Exhibits*. AltaMira Press, Walnut Creek, California.
- Belcher, Michael
1993 *Exhibitions in Museums*. Smithsonian Institution Press, Washington, D.C.
- Beck, Larry and Ted Cable
2002 *Interpretation for the 21st Century: Fifteen Guiding Principles of Interpreting Nature and Culture*. Saqamore Publications LLC. Lafayette, Louisiana.
- Janet Catherine Berlo (editor)
1992 *The Early Years of Native American Art History: The Politics of Scholarship and Collecting*. University of Washington Press, Seattle.
- Caulton, Tim
1998 *Hands-on Exhibitions: Managing Interactive Museums and Science Centres*. Routledge, New York.
- Marjorie Devon (editor)
2006 *Migrations: New Directions in Native American Art*. University of New Mexico Press, Albuquerque.
- Diamond, Judy
1999 *Practical Evaluation Guide: Tools for Museums and Other Informal Educational Settings*. AltaMira Press, Walnut Creek, California.
- Dubin, Margaret
2001 *Native America Collected: The Culture of an Art World*. University of New Mexico Press, Albuquerque.
- Dubin, Steven C.
1999 *Displays of Power: Memory and Amnesia in the American Museum*. New York University Press, New York.
- Falk, John H. and Lynn D. Dierking
2000 *Learning from Museums: Visitor Experience and the Making of Meaning*. Altamira Press, Walnut Creek, California.
- Gadamer, Hans-Georg, Joel Weinsheimer, and Donald G. Marshall
2005 *Truth and Method* 2nd Revised ed. Continuum, New York.
- Granitto, Andrew
1994 *Exhibiting for the next century: a critical review of goals and methods*. Manuscript, University of Colorado, Boulder, Colorado.

- Greenbill, Eilean H.
1991 *Museum and Gallery Education*. Leicester University Press, Leicester, England.
- 1992 *Museums and the Shaping of Knowledge*. Routledge, New York.
- 1994 *Museums and Their Visitors*. Routledge, New York.
- Hein, George E.
1998 *Learning in the Museum*. Routledge, New York.
- Hein, George E. and Mary Alexander
1998 *Museums: Places of Learning*. American Association of Museums, Washington, D.C.
- Henderson, Amy and Adrienne L. Kaepler (editors)
1996 *Exhibiting dilemmas: Issues of Representation at the Smithsonian*. Smithsonian Books, Washington, D.C.
- Hirszy (Hursey), Ellen Cocharn (editor)
1992 *Equity and Excellence: Education and the Public Dimension of Museums*. American Association of Museums, Washington, D.C.
- Karp, Ivan and Steven D. Lavine (editors)
1991 *Exhibiting Cultures: The Poetics and Politics of Museum Display*. Smithsonian Institution Press, Washington, D.C.
- Karp, Ivan, Christine M. Kreamer and Steven D. Lavine (editors)
1992 *Museums and Communities: The Politics of Public Culture*. Smithsonian Institution Press, Washington, D.C.
- Lowenthal, David
1998 *The Heritage Crusade and the Spoils of History*. Cambridge University Press, New York.
- Macdonald, Sharon (editor)
1998 *The Politics of Display: Museums, Science, Culture*. Routledge, New York.
- Macdonald, Sharon and Gordon Fyfe (editors)
1998 *Theorizing Museums: Representing Identity and Diversity in a Changing World*. Wiley-Blackwell, Hoboken, New Jersey.
- Morgan, David and Sally. M. Promey
2000 *Exhibiting the Visual Culture of American Religions*. Valparaiso, Indiana.
- Joan K. O'Donnell (editor)

- 2001 *Here, Now and Always, Voices of the First Peoples of the Southwest*. Museum of New Mexico Press, Santa Fe.
- Pearce, Susan M. (editor)
1994 *Interpreting Objects and Collections*. Routledge, New York.
- Pitman, Bonnie (editor)
1999 *Presence of Mind: Museums and the Spirit of Learning*. American Association of Museums, Washington, D.C.
- Smith, Linda Tuhiwai
1999 *Decolonizing Methodologies: Research and Indigenous Peoples*. Zed Books, New York.
- Roberts, Lisa C.
1997 *From Knowledge to Narrative: Educators and the Changing Museum*. Smithsonian Institution Press, Washington, D.C.
- Tilden, Freeman
1957 *Interpreting Our Heritage: Principles and Practices for Visitor Services in Parks, Museums, and Historic Places*. University of North Carolina Press, Chapel Hill, North Carolina.
- West, W. Richard, Evan M. Maurer, James D. Nason, David W. Penny, Janice Clements, Michael M. Ames, and Jocelyn Wedll
2000 *The Changing Presentation of the American Indian: Museums and Native Cultures*. The University of Washington Press, Seattle.
- *Museum of Education Roundtable (PP)
1992 *Patterns in Practice: Selections from the Journal of Museum Education*. Washington, D.C. ISBN # 1-880437-00-7.

SELECTED MUSEUM JOURNALS

Aviso (newsletter of AAM)
Journal of Museum Education
The Quarterly: Journal of the Museum Information Services
Museum Anthropology (section of AAA)
Museum News (journal of AAM)
Museum Practice (UK)
Museums Journal (UK)

Some on-line sources:

American Association of Museums, National Interpretive Planning Colloquium
Denver Art Museum
Museums and Galleries Commission, Developing an Interpretation Strategy
National Park Service, Sense of Place: An Interpretive Planning Handbook
Stenton Historic Home Interpretive Plan.

Form C: Attachment
New Certificate Program – Museum Studies
Budgetary and Faculty Load Implications and Long-range planning.

There is an existing contractual agreement between the College of Arts and Sciences and the Director of the Maxwell Museum committing the college to fund a new faculty position as Graduate Director to lead the Museum Studies Program. The five required undergraduate certificate classes [MSST 407 Museum Practices (3), MSST 475 Museum Interpretation (3), MSST 476 Museum Collection Management (3), MSST 485 Seminar in Museum Methods (3), MSST 486 Practicum: Museum Methods (3)] will be taught annually on a regularly rotating basis along with the graduate curriculum. The introductory graduate course (Museum Practices - MSST 407/507) is already offered annually by Dr. Szabo in the Department of Art and Art History. If for some reason, Dr. Szabo is unable to offer the class, the class will default to the Museum Studies Graduate Director. The Graduate Director should be capable of teaching Museum Interpretation and at least one Seminar in Museum Methods (MSST 485) or Practicum: Museum Methods (MSST 486) every semester. Additional seminars and practica will continue to be taught by faculty and qualified staff in all five of UNM's museums and by qualified faculty in cognate departments on a voluntary basis. Maxwell Museum faculty and staff developed Museum Collection Management (MSST 476) and, along with faculty and staff from the Museum of Southwestern Biology and Art Museum, are committed to formalize this interdisciplinary course and offer it on an annual basis but relief from some of their current duties will be necessary. The certificate program will have little impact cognate departments.

Consistently offering practica, and seminars, and offering Museum Collection Management (MSST 475) annually will have its largest impact on current faculty, curators, and supporting staff of all UNM's museums. Because the largest numbers of students are expected to select anthropology as their cognate discipline, it is anticipated that the Maxwell Museum will be most heavily impacted. In order to meet these demands the program proposal has requested an appropriate level of curatorial support through the addition of at least one, and preferably two, full time collection managers.

The proposed certificate curriculum will provide additional courses to further museum professionalism. There are many well-educated and experienced museum professionals in the Albuquerque and Santa Fe area that are available as part time instructors. Many are qualified to offer resident and DL specialty courses such as museum conservation, museum administration, visitor evaluation, museum education, and exhibit design and development. \$15,000 in PTI funding is part of the request for program funding to draw upon this pool of expertise and offer enrichment courses. The New Program in Museum Studies is requesting additional funding (Form D Attachment 4: Graduate Program Projected Costs).

FORM C - DEGREE/PROGRAM CHANGE

Date: 9/1/09

E. James Dixon
(Name of individual initiating curricular change form)

Professor & Director, 277-4210
(Title position telephone number)

jdixon@unm.edu
(Email address)

Anthropology, Maxwell Museum
(Department/Division/Program/Branch)

Mark Appropriate Program
 Undergraduate Degree Program
 Graduate Degree Program
 (For existing degree only)

CIP CODE

Assigned by
 Associate Provost
 for Academic Affairs

- ROUTING (All Four Collated Sets)**
1. Department Chairperson
 2. College Curriculum Committee
 3. College or School Faculty (if necessary)
 4. College or School Dean/Dean of Instruction
 5. Office of the Registrar—Catalog
 6. Director of relevant Library
 7. FS Graduate Committee (graduate courses)
 8. FS Undergraduate Committee (undergraduate courses)
 9. FS Curriculum Committee
 10. Assoc. Provost for Academic Affairs
 11. Faculty Senate
 12. Board of Regents (new degree only)

* Plan for curricular process to take at least 12 months.

This form is for Undergraduate Certificate in Museum Studies
 Name of New or Existing Program

This program is or would be located in current undergraduate/graduate catalog
 on page(s) _____

Mark appropriate category

	NEW	REVISION OF	DELETION	NAME CHANGE
Degree <u> </u> Type	<input type="checkbox"/> Undergraduate degree only	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Major	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Minor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Concentration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Certificate	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emphasis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Department	<input checked="" type="checkbox"/>	NA	<input type="checkbox"/>	<input type="checkbox"/>
Subject Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Give exact title and requirements as they should appear in the catalog. See current catalog for format within the respective college (attach additional sheets if necessary). Identify in bracket form what is being changed.

1. Undergraduate Certificate Courses
 MST 107 Museum Practices (1)
 MST 108 Museum Interpretation (1)
 MST 109 Museum Collection Management (1)
 MST 100 Seminar in Museum Methods (1)
 MST 106 Practicum Museum Methods (1)

Reason(s) for Request (attach additional sheets if necessary)

The Certificate programs are designed for undergraduates and non-traditional students. They offer opportunities for undergraduate students in museum related degree programs and individuals of diverse educational and employment backgrounds to gain expertise in museum theory and practice.

Attach statements to address Budgetary and Faculty Load Implications and Long-range planning

Does this change affect in a significant way any other departmental programs/branch campuses? Yes No

If yes, have you resolved these issues with department/branch involved? _____ (attach statement)

Proposed Effective Term Fall 2011
 Term Year

Required Signatures:

Department Chair see Form D attachment for signatures Date _____
 College Curriculum Committee [Signature] Date 9/3/09
 College or School Faculty (if necessary) _____ Date _____
 College or School Dean/Dean of Instruction William B. Claiborn Date 11/4/10 1/23/11
 Office of the Registrar—Catalog Suzanne K. Easton Date 05/21/10
 Director of relevant Library [Signature] Date 1/12/11
 FS Graduate Committee (graduate courses) _____ Date _____
 FS Undergraduate Committee (undergraduate courses) _____ Date _____
 FS Curriculum Committee _____ Date _____
 Assoc. Provost for Academic Affairs _____ Date _____
 Faculty Senate _____ Date _____
 Board of Regents _____ Date _____

Entered Banner

Entered Catalog

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NEW COURSE REQUEST—FORM B

- ◆ Allow at least 6 months to complete the entire approval process.
- ◆ Please refer to the Form B Instructions at www.unm.edu/~unmreg
- ◆ Four sets of forms must be collated and submitted.

- ROUTING (All Four Collated Sets)**
1. Department Chair
 2. College or School Curricula Committee
 3. College or School Faculty (if necessary)
 4. College or School Dean/Dean of Instruction
 5. Office of Registrar—Catalog
 6. Director of Relevant Library
 7. FS Graduate Committee (graduate courses)
 8. FS Undergraduate Committee (undergraduate courses)
 9. FS Curricula Committee
 10. Associate Provost for Academic Affairs

Submission Date 09 / 1 / 2009

Name of Faculty Member Initiating Request E James Dixon

Initiator's Position / Title Professor and Director, Maxwell Museum of Anthropology

College Arts and Sciences

Department Museum Studies

Phone 277-4210 Email jdixon@unm.edu

Branches Only – course is
Type 1 Type 2 Type 3

- A.** A1. Attach four copies of a precise, complete catalog listing of the proposed new course following the current format used in the printed UNM catalog. The listing must include the course subject code and the course number, long title, credit hour value, and course description (no more than 35 words). To indicate graduate credit for course numbers outside of 500-699, an asterisk (*) should precede the course number.
A2. Attach four copies of a course syllabus and bibliography (include suggested course text and schedule of topics covered in the course).

B. B1. Course Subject Code MSST B2. Course Number 599 B3. Proposed Effective Term Spring 2011

B4. Long Course Title (up to 100 letters, including spaces):
Master's Thesis

B5. Proposed Short Course Title (up to 30 letters, including spaces):

M a s t e r ' s T h e s i s

B6. College Arts and Sciences B7. Department Museum Studies B8. CIP Code _____

(assigned by Assoc. Provost for Academic Affairs)

B9. Credit Hours				
	Fixed Credit	Variable Credit		
		Low	Or / To	High
Credit Hours		1	to	6
Lecture Hours				
Lab Hours				

B10. Repeat Rules
Is the course repeatable for credit? Yes No
• The course may be repeated _____ times (exclusive of the first time).
AND / OR
• The course may be repeated for 99 hours (inclusive of the first time)

B11. Course Level (check one only): UG GR Law PharmD MedD
 Graduate credit for course numbers outside of 500-699 (requiring an asterisk before the number)
If graduate credit is available for courses numbered outside of 500-699, complete section F1.

B12. Grade Options: The standard grading scale in the catalog will be applied to this course. Yes No
If no, select the appropriate option and complete section F2.
 The grade scale will be exclusively CR/NC.
 The grade scale will be an alternative to the standard scales in the catalog.

B13. List all schedule type(s) (may be more than one):

a. Thesis/Dissertation b. _____ c. _____ d. _____ e. _____

C. C1. Co-requisites to this course: a. _____ b. _____ c. _____

If this course is a new co-requisite to those listed, you must submit a Form A for each course that is affected.

Note: Please see the instructions for information on one-way vs. two-way co-requisites.

C1a. If the co-requisite course exists in another department, the co-requisite offering department must approve it as well.

Department	a.	b.	c.
Course			
Chair Name			
Chair Signature			

C2. Crosslisted courses: Complete the table, including signatures from all departments offering the crosslisted courses.

Department	a.	b.	c.	d.	e.	f.
Subject Code & Number						
Chair Name						
Chair Signature						

C3. Course Fees: Yes No If yes, attach a completed, signed *Special Course Fees Approval Form* from the office of the Associate Provost for Academic Affairs.

C4. Is this course *elective* or *required* for a degree program? If *required*, **submit a Form C** as well.

C5. Branches Only: Is this course: Occupational Technical Academic (*Please check one*)

D. D1. Restrictions. List any restrictions placed on students for registration in any section of this course. If none, write "None" in the box.

Restriction: Admitted to the Museum Studies Graduate Program.

D2. Pre-requisites for Course: If the course has pre-requisites, list all of them, including course subject code and course number or test name and test score for each one. Be sure to include the appropriate conjunction (and / or) between each item and between any sets of pre-requisites. If any of the pre-requisites come from another department, have the department chair sign to acknowledge awareness of those relationships. If none, write "None" in the box.

NA

For courses outside the offering department to be used as pre-requisites:

Department Chair Signature

Department Chair Signature

Department Chair Signature

E. E1. Does this course duplicate any content in the current UNM Catalog? Yes No

If yes, complete the following table:

Department Name	Duplicate Course	Department Chair	Chair Signature	Check One:
				AGREE TO DUPLICATE
				DISAGREE TO DUPLICATE
				AGREE TO DUPLICATE
				DISAGREE TO DUPLICATE
				AGREE TO DUPLICATE
				DISAGREE TO DUPLICATE

E2. Has this course been offered as a topic course? Yes No

If yes, in which term(s), and to what average enrollment? _____

E3. Will this course replace a deleted course? Yes No If yes, which one? _____

If yes, and the deleted course is 100 or 200 level, has this change been discussed with all the branch campuses that offer this course? Yes No

Provide a statement below or attach a memo explaining how this replacement will impact Branch campuses and programs.

F. F1. Justification for Graduate Credit: If the course is numbered outside of 500-699, indicate the nature of additional work to be required of graduate students.

This course will be a requirement for a new graduate degree in Museum Studies. Please see attached Executive Summary.

F2. Justification for CR/NC or Alternative Grading Scale (include scale in justification):

G. G1. Budgetary and Faculty Load Implications. All new courses have such implications, even when replacing a deleted course.

a. Justification for offering the course:

Please see attached Executive Summary proposing a new graduate degree program in Museum Studies.

b. Impact on long-range planning for unit, school / college, and university:

Please see attached Executive Summary proposing a new graduate degree program in Museum Studies.

c. Budget and faculty load data:

Please see attached Executive Summary proposing a new graduate degree program in Museum Studies.

G2. Relevant Library Impact Statement: Complete below or attach a signed memo.

See Form D Attachment for Library Impact Statement

Name of Library

Name and Signature of Librarian

H Required Signatures

Office	Signature	Date
1 Department Chair	See Form D attachment for signatures	
2 College or School Curricula Committee	<i>[Signature]</i> (A/S) <i>[Signature]</i>	9/3/10
3 College or School Faculty (if necessary)		
4 College or School Dean / Dean of Instruction	<i>W. Amiel</i> , <i>B. Claitor</i> (A+S)	10/4/10 1/21/11
5 Office of Registrar—Catalog	<i>Elizabeth A. Braxton</i>	05/24/10
6 Director of Relevant Library	<i>Stan Robinson</i>	1/12/11
7 FS Graduate Committee (graduate courses)		
8 FS Undergraduate Committee (undergraduate courses)		
9 FS Curricula Committee		
10 Associate Provost for Academic Affairs		

After securing departmental approval, send this form and all attachments *collated into 4 sets of documents*, to the Registrar's Catalog Office which retains the original and returns copies to the department and college office

For Registrar's Office Use ONLY (After approval by Faculty Senate Curricula Committee)

Entered in Banner _____ Entered in Catalog _____ Copies Mailed _____

Attributes 1 _____ 2 _____ 3 _____ 4 _____

Grade Modes _____

NEW COURSE REQUEST—FORM B

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- ◆ Please refer to the Form B Instructions at www.unm.edu/~unmreg
- ◆ Four sets of forms must be collated and submitted.

- ROUTING (All Four Collated Sets)**
1. Department Chair
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 5. Office of Registrar—Catalog
 6. Director of Relevant Library
 7. FS Graduate Committee (graduate courses)
 8. FS Undergraduate Committee (undergraduate courses)
 9. FS Curricula Committee
 10. Associate Provost for Academic Affairs

Submission Date 09 / 1 / 2009

Name of Faculty Member Initiating Request E James Dixon

Initiator's Position / Title Professor and Director, Maxwell Museum of Anthropology

College Arts and Sciences

Department Museum Studies

Phone 277-4210 Email jdixon@unm.edu

Branches Only – course is
 Type 1 Type 2 Type 3

- A. A1. Attach four copies of a precise, complete catalog listing of the proposed new course following the current format used in the printed UNM catalog. The listing must include the course subject code and the course number, long title, credit hour value, and course description (no more than 35 words). To indicate graduate credit for course numbers outside of 500-699, an asterisk (*) should precede the course number.
 A2. Attach four copies of a course syllabus and bibliography (include suggested course text and schedule of topics covered in the course).

B. B1. Course Subject Code MSST B2. Course Number 598 B3. Proposed Effective Term Spring 2011

B4. Long Course Title (up to 100 letters, including spaces):

Graduate project such as an exhibit, film, or museum program demonstrating advanced museum practice.

B5. Proposed Short Course Title (up to 30 letters, including spaces):

G r a d u a t e P r o j e c t

B6. College Arts and Sciences B7. Department Museum Studies B8. CIP Code _____

(assigned by Assoc. Provost for Academic Affairs)

B9. Credit Hours				
	Fixed Credit	Variable Credit		
		Low	Or / To	High
Credit Hours		1	to	6
Lecture Hours				
Lab Hours				

- B10. Repeat Rules
 Is the course repeatable for credit? Yes No
 • The course may be repeated _____ times (exclusive of the first time).
AND / OR
 • The course may be repeated for 15 hours (inclusive of the first time)

B11. Course Level (check one only): UG GR Law PharmD MedD
 Graduate credit for course numbers outside of 500-699 (requiring an asterisk before the number)
If graduate credit is available for courses numbered outside of 500-699, complete section F1.

B12. Grade Options: The standard grading scale in the catalog will be applied to this course. Yes No
If no, select the appropriate option and complete section F2.
 The grade scale will be exclusively CR/NC.
 The grade scale will be an alternative to the standard scales in the catalog.

B13. List all schedule type(s) (may be more than one):

a. PD b. _____ c. _____ d. _____ e. _____

C. C1. Co-requisites to this course: a. _____ b. _____ c. _____

*If this course is a new co-requisite to those listed, you must submit a Form A for each course that is affected.
 Note: Please see the instructions for information on one-way vs. two-way co-requisites.*

C1a. If the co-requisite course exists in another department, the co-requisite offering department must approve it as well.

Department	a.	b.	c.
Course			
Chair Name			
Chair Signature			

C2. Crosslisted courses: Complete the table, including signatures from all departments offering the crosslisted courses.

Department	a.	b.	c.	d.	e.	f.
Subject Code & Number						
Chair Name						
Chair Signature						

C3. Course Fees: Yes No If yes, attach a completed, signed *Special Course Fees Approval Form* from the office of the Associate Provost for Academic Affairs.

C4. Is this course *elective* or *required* for a degree program? If *required*, submit a **Form C** as well.

C5. Branches Only: Is this course: Occupational Technical Academic (*Please check one*)

D. D1. Restrictions. List any restrictions placed on students for registration in any section of this course. If none, write "None" in the box.

Restriction: Admission to the Museum Studies Graduate Program and advisor approval.

D2. Pre-requisites for Course: If the course has pre-requisites, list all of them, including course subject code and course number or test name and test score for each one. Be sure to include the appropriate conjunction (and / or) between each item and between any sets of pre-requisites. If any of the pre-requisites come from another department, have the department chair sign to acknowledge awareness of those relationships. If none, write "None" in the box.

NA

For courses outside the offering department to be used as pre-requisites:

 Department Chair Signature Department Chair Signature Department Chair Signature

E. E1. Does this course duplicate any content in the current UNM Catalog? Yes No

If yes, complete the following table:

Department Name	Duplicate Course	Department Chair	Chair Signature	Check One:
				AGREE TO DUPLICATE
				DISAGREE TO DUPLICATE
				AGREE TO DUPLICATE
				DISAGREE TO DUPLICATE
				AGREE TO DUPLICATE
				DISAGREE TO DUPLICATE

E2. Has this course been offered as a topic course? Yes No

If yes, in which term(s), and to what average enrollment? _____

E3. Will this course replace a deleted course? Yes No If yes, which one? _____

If yes, and the deleted course is 100 or 200 level, has this change been discussed with all the branch campuses that offer this course? Yes No

Provide a statement below or attach a memo explaining how this replacement will impact Branch campuses and programs.

F. F1. Justification for Graduate Credit: If the course is numbered outside of 500-699, indicate the nature of additional work to be required of graduate students.

This course will be a requirement for a new graduate degree in Museum Studies. Please see attached Executive Summary.

F2. Justification for CR/NC or Alternative Grading Scale (include scale in justification):

CR/NC - Independent scholarship demonstrating the application of museum method, theory, and practice.

G. G1. Budgetary and Faculty Load Implications. All new courses have such implications, even when replacing a deleted course.

a. Justification for offering the course:

Please see attached Executive Summary proposing a new graduate degree program in Museum Studies.

b. Impact on long-range planning for unit, school / college, and university:

Please see attached Executive Summary proposing a new graduate degree program in Museum Studies.

c. Budget and faculty load data:

Please see attached Executive Summary proposing a new graduate degree program in Museum Studies.

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See Form D Attachment for Library Impact Statement

Name of Library

Name and Signature of Librarian

H Required Signatures

Office	Signature	Date
1 Department Chair	See Form D attachment for signatures	
2 College or School Curricula Committee	<i>[Signature]</i> (A/S)	9/3/10
3 College or School Faculty (if necessary)		
4 College or School Dean / Dean of Instruction	<i>[Signature]</i> (A/S)	11/4/10 1/21/11
5 Office of Registrar—Catalog	<i>[Signature]</i> Elizabeth A. Braxton	05/21/10
6 Director of Relevant Library	<i>[Signature]</i> Stan Johnson	1/12/11
7 FS Graduate Committee (graduate courses)		
8 FS Undergraduate Committee (undergraduate courses)		
9 FS Curricula Committee		
10 Associate Provost for Academic Affairs		

After securing departmental approval, send this form and all attachments *collated into 4 sets of documents*, to the Registrar's Catalog Office, which retains the original and returns copies to the department and college office

For Registrar's Office Use ONLY (After approval by Faculty Senate Curricula Committee)

Entered in Banner _____ Entered in Catalog _____ Copies Mailed _____

Attributes 1 _____ 2 _____ 3 _____ 4 _____

Grade Modes _____

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 10. Associate Provost for Academic Affairs

Submission Date 6 / 1 / 2009

Name of Faculty Member Initiating Request E James Dixon

Initiator's Position / Title Professor and Director, Maxwell Museum of Anthropology

College Arts and Sciences

Department Museum Studies

Phone 277-4210 Email jdixon@unm.edu

Branches Only – course is
Type 1 Type 2 Type 3

- A. A1. Attach four copies of a precise, complete catalog listing of the proposed new course following the current format used in the printed UNM catalog. The listing must include the course subject code and the course number, long title, credit hour value, and course description (no more than 35 words). To indicate graduate credit for course numbers outside of 500-699, an asterisk (*) should precede the course number.
A2. Attach four copies of a course syllabus and bibliography (include suggested course text and schedule of topics covered in the course).

B. B1. Course Subject Code MSST B2. Course Number 476/576 B3. Proposed Effective Term Spring 2011

B4. Long Course Title (up to 100 letters, including spaces):

Method, theory, and practice of collection management including acquisitions, law, ethics, organization, storage and retrieval, environmental controls, security, stabilization, use, risk management, and data management. {Offered every academic year}

B5. Proposed Short Course Title (up to 30 letters, including spaces):

M u s e u m C o l l e c t i o n M a n a g e m e n t

B6. College Arts and Sciences B7. Department Museum Studies B8. CIP Code _____

(assigned by Assoc. Provost for Academic Affairs)

B9. Credit Hours				
	Fixed Credit	Variable Credit		
		Low	Or / To	High
Credit Hours	3			
Lecture Hours	3			
Lab Hours				

B10. Repeat Rules
Is the course repeatable for credit? Yes No
 • The course may be repeated _____ times (exclusive of the first time).
AND / OR
 • The course may be repeated for _____ hours (inclusive of the first time)

B11. Course Level (check one only): UG GR Law PharmD MedD
 Graduate credit for course numbers outside of 500-699 (requiring an asterisk before the number)
If graduate credit is available for courses numbered outside of 500-699, complete section F1.

B12. Grade Options: The standard grading scale in the catalog will be applied to this course. Yes No
If no, select the appropriate option and complete section F2.
 The grade scale will be exclusively CR/NC.
 The grade scale will be an alternative to the standard scales in the catalog.

B13. List all schedule type(s) (may be more than one):

a. Lecture b. _____ c. _____ d. _____ e. _____

C. C1. Co-requisites to this course: a. _____ b. _____ c. _____

If this course is a new co-requisite to those listed, you must submit a Form A for each course that is affected.

Note: Please see the instructions for information on one-way vs. two-way co-requisites.

C1a. If the co-requisite course exists in another department, the co-requisite offering department must approve it as well.

Department	a.	b.	c.
Course			
Chair Name			
Chair Signature			

C2. Crosslisted courses: Complete the table, including signatures from all departments offering the crosslisted courses.

Department	a.	b.	c.	d.	e.	f.
Subject Code & Number						
Chair Name						
Chair Signature						

C3. Course Fees: Yes No If yes, attach a completed, signed *Special Course Fees Approval Form* from the office of the Associate Provost for Academic Affairs.

C4. Is this course *elective* or *required* for a degree program? If *required*, **submit a Form C** as well.

C5. Branches Only: Is this course: Occupational Technical Academic (*Please check one*)

D. D1. Restrictions. List any restrictions placed on students for registration in any section of this course. If none, write "None" in the box.

For grad Restriction: Admitted to Museum Studies graduate program. For undergraduate: permission of instructor.

D2. Pre-requisites for Course: If the course has pre-requisites, list all of them, including course subject code and course number or test name and test score for each one. Be sure to include the appropriate conjunction (and / or) between each item and between any sets of pre-requisites. If any of the pre-requisites come from another department, have the department chair sign to acknowledge awareness of those relationships. If none, write "None" in the box.

NA

For courses outside the offering department to be used as pre-requisites:

Department Chair Signature

Department Chair Signature

Department Chair Signature

E. E1. Does this course duplicate any content in the current UNM Catalog? Yes No

If yes, complete the following table:

Department Name	Duplicate Course	Department Chair	Chair Signature	Check One:
				AGREE TO DUPLICATE
				DISAGREE TO DUPLICATE
				AGREE TO DUPLICATE
				DISAGREE TO DUPLICATE
				AGREE TO DUPLICATE
				DISAGREE TO DUPLICATE

E2. Has this course been offered as a topic course? Yes No

If yes, in which term(s), and to what average enrollment? _____

E3. Will this course replace a deleted course? Yes No If yes, which one? _____

If yes, and the deleted course is 100 or 200 level, has this change been discussed with all the branch campuses that offer this course? Yes No

Provide a statement below or attach a memo explaining how this replacement will impact Branch campuses and programs.

F. F1. Justification for Graduate Credit: If the course is numbered outside of 500-699, indicate the nature of additional work to be required of graduate students.

This course will be a requirement for a new graduate degree and undergraduate certificate program in Museum Studies. Please see attached Executive Summary.

F2. Justification for CR/NC or Alternative Grading Scale (include scale in justification):

G. G1. Budgetary and Faculty Load Implications. All new courses have such implications, even when replacing a deleted course.

a. Justification for offering the course:

Please see attached Executive Summary proposing a new graduate degree and undergraduate certificate program in Museum Studies.

b. Impact on long-range planning for unit, school / college, and university:

Please see attached Executive Summary proposing a new graduate degree and undergraduate certificate program in Museum Studies.

c. Budget and faculty load data:

Please see attached Executive Summary proposing a new graduate degree and undergraduate certificate program in Museum Studies.

G2. Relevant Library Impact Statement: Complete below or attach a signed memo.

See Form D Attachment for Library Impact Statement

Name of Library

Name and Signature of Librarian

H Required Signatures

Office	Signature	Date
1 Department Chair	See Form D attachment for signatures	
2 College or School Curricula Committee	<i>[Signature]</i> (A)S	9/3/10
3 College or School Faculty (if necessary)		
4 College or School Dean / Dean of Instruction	<i>[Signature]</i> BJ Claiborne (A+S)	11/4/10 1/21/11
5 Office of Registrar—Catalog	<i>[Signature]</i> Elizabeth A. Broton	05/21/10
6 Director of Relevant Library	<i>[Signature]</i> Stan Robinson	1/12/11
7 FS Graduate Committee (graduate courses)		
8 FS Undergraduate Committee (undergraduate courses)		
9 FS Curricula Committee		
10 Associate Provost for Academic Affairs		

After securing departmental approval, send this form and all attachments *collated into 4 sets of documents*, to the Registrar's Catalog Office, which retains the original and returns copies to the department and college office.

For Registrar's Office Use ONLY (After approval by Faculty Senate Curricula Committee)

Entered in Banner _____ Entered in Catalog _____ Copies Mailed _____

Attributes 1 _____ 2 _____ 3 _____ 4 _____

Grade Modes _____

NEW COURSE REQUEST—FORM B

- ◆ Allow at least 6 months to complete the entire approval process.
- ◆ Please refer to the Form B Instructions at www.unm.edu/~unmreg
- ◆ Four sets of forms must be collated and submitted.

- ROUTING (All Four Collated Sets)**
1. Department Chair
 2. College or School Curricula Committee
 3. College or School Faculty (if necessary)
 4. College or School Dean/Dean of Instruction
 5. Office of Registrar—Catalog
 6. Director of Relevant Library
 7. FS Graduate Committee (graduate courses)
 8. FS Undergraduate Committee (undergraduate courses)
 9. FS Curricula Committee
 10. Associate Provost for Academic Affairs

Submission Date 6 / 1 / 2009

Name of Faculty Member Initiating Request E James Dixon

Initiator's Position / Title Professor and Director, Maxwell Museum of Anthropology

College Arts and Sciences

Department Museum Studies

Phone 277-4210 Email jdixon@unm.edu

Branches Only – course is
Type 1 Type 2 Type 3

- A. A1. Attach four copies of a precise, complete catalog listing of the proposed new course following the current format used in the printed UNM catalog. The listing must include the course subject code and the course number, long title, credit hour value, and course description (no more than 35 words). To indicate graduate credit for course numbers outside of 500-699, an asterisk (*) should precede the course number.
A2. Attach four copies of a course syllabus and bibliography (include suggested course text and schedule of topics covered in the course).

B. B1. Course Subject Code MSST B2. Course Number 475/575 B3. Proposed Effective Term Spring 2011

B4. Long Course Title (up to 100 letters, including spaces):

Method, theory, and practice of museum collection management.

B5. Proposed Short Course Title (up to 30 letters, including spaces):

M u s e u m I n t e r p r e t a t i o n

B6. College Arts and Sciences B7. Department Museum Studies B8. CIP Code _____

(assigned by Assoc. Provost for Academic Affairs)

B9. Credit Hours				
	Fixed Credit	Variable Credit		
		Low	Or / To	High
Credit Hours	3			
Lecture Hours	3			
Lab Hours				

B10. Repeat Rules
Is the course repeatable for credit? Yes No
• The course may be repeated _____ times (exclusive of the first time).
AND / OR
• The course may be repeated for _____ hours (inclusive of the first time)

B11. Course Level (check one only): UG GR Law PharmD MedD
 Graduate credit for course numbers outside of 500-699 (requiring an asterisk before the number)
If graduate credit is available for courses numbered outside of 500-699, complete section F1.

B12. Grade Options: The standard grading scale in the catalog will be applied to this course. Yes No
If no, select the appropriate option and complete section F2.
 The grade scale will be exclusively CR/NC.
 The grade scale will be an alternative to the standard scales in the catalog.

B13. List all schedule type(s) (may be more than one):

a. Lecture/Laboratory b. _____ c. _____ d. _____ e. _____

C. C1. Co-requisites to this course: a. _____ b. _____ c. _____

If this course is a new co-requisite to those listed, you must submit a Form A for each course that is affected.

Note: Please see the instructions for information on one-way vs. two-way co-requisites.

C1a. If the co-requisite course exists in another department, the co-requisite offering department must approve it as well.

Department	a.	b.	c.
Course			
Chair Name			
Chair Signature			

C2. Crosslisted courses: Complete the table, including signatures from all departments offering the crosslisted courses.

Department	a.	b.	c.	d.	e.	f.
Subject Code & Number						
Chair Name						
Chair Signature						

C3. Course Fees: Yes No If yes, attach a completed, signed *Special Course Fees Approval Form* from the office of the Associate Provost for Academic Affairs.

C4. Is this course *elective* or *required* for a degree program? If *required*, submit a **Form C** as well.

C5. Branches Only: Is this course: Occupational Technical Academic (*Please check one*)

D. D1. Restrictions. List any restrictions placed on students for registration in any section of this course. If none, write "None" in the box.

For grad Restriction: Admitted to Museum Studies graduate program. For undergraduate: permission of instructor.

D2. Pre-requisites for Course: If the course has pre-requisites, list all of them, including course subject code and course number or test name and test score for each one. Be sure to include the appropriate conjunction (and / or) between each item and between any sets of pre-requisites. If any of the pre-requisites come from another department, have the department chair sign to acknowledge awareness of those relationships. If none, write "None" in the box.

NA

For courses outside the offering department to be used as pre-requisites:

Department Chair Signature

Department Chair Signature

Department Chair Signature

E. E1. Does this course duplicate any content in the current UNM Catalog? Yes No

If yes, complete the following table:

Department Name	Duplicate Course	Department Chair	Chair Signature	Check One:
				AGREE TO DUPLICATE
				DISAGREE TO DUPLICATE
				AGREE TO DUPLICATE
				DISAGREE TO DUPLICATE
				AGREE TO DUPLICATE
				DISAGREE TO DUPLICATE

E2. Has this course been offered as a topic course? Yes No

If yes, in which term(s), and to what average enrollment? _____

E3. Will this course replace a deleted course? Yes No If yes, which one? _____

If yes, and the deleted course is 100 or 200 level, has this change been discussed with all the branch campuses that offer this course? Yes No

Provide a statement below or attach a memo explaining how this replacement will impact Branch campuses and programs.

F. F1. Justification for Graduate Credit: If the course is numbered outside of 500-699, indicate the nature of additional work to be required of graduate students.

This course will be a requirement for a new graduate degree and undergraduate certificate program in Museum Studies. Please see attached Executive Summary.

F2. Justification for CR/NC or Alternative Grading Scale (include scale in justification):

G. G1. Budgetary and Faculty Load Implications. All new courses have such implications, even when replacing a deleted course.

a. Justification for offering the course:

Please see attached Executive Summary proposing a new graduate degree and undergraduate certificate program in Museum Studies.

b. Impact on long-range planning for unit, school / college, and university:

Please see attached Executive Summary proposing a new graduate degree and undergraduate certificate program in Museum Studies.

c. Budget and faculty load data:

Please see attached Executive Summary proposing a new graduate degree and undergraduate certificate program in Museum Studies.

G2. Relevant Library Impact Statement: Complete below or attach a signed memo.

See Form D Attachment for Library Impact Statement

Name of Library

Name and Signature of Librarian

H Required Signatures

Office	Signature	Date
1 Department Chair	See Form D attachment for signatures	
2 College or School Curricula Committee	<i>[Handwritten Signature]</i> (A+S) <i>[Handwritten Signature]</i>	9/3/10
3 College or School Faculty (if necessary)		
4 College or School Dean / Dean of Instruction	<i>[Handwritten Signature]</i> , <i>[Handwritten Signature]</i> (A+S)	10/4/10 1/21/11
5 Office of Registrar—Catalog	<i>[Handwritten Signature]</i>	09/24/10
6 Director of Relevant Library	<i>[Handwritten Signature]</i>	1/12/11
7 FS Graduate Committee (graduate courses)		
8 FS Undergraduate Committee (undergraduate courses)		
9 FS Curricula Committee		
10 Associate Provost for Academic Affairs		

After securing departmental approval, send this form and all attachments *collated into 4 sets of documents*, to the Registrar's Catalog Office, which retains the original and returns copies to the department and college office

For Registrar's Office Use ONLY (After approval by Faculty Senate Curricula Committee)

Entered in Banner _____ Entered in Catalog _____ Copies Mailed _____

Attributes 1 _____ 2 _____ 3 _____ 4 _____

Grade Modes _____

NEW GRADUATE DEGREE OR GRADUATE CERTIFICATE FORM D

UNIT PREPARES IN QUADRUPPLICATE
Route as indicated below under approvals. Return to the Registrar's Office once all signatures have been obtained.

Date May 28, 2009

E. James Dixon
(Name of individual initiating Graduate Degree or Graduate Certificate)

Professor & Director, 277, 4210
(Title, position, telephone number)

jdixon@unm.edu
(Email address)

Anthropology, Maxwell Museum
(Department/Division/Program)

*Allow up to one year for the process to be completed for a certificate, and 18 months for a degree

Note: Proposals for new graduate degrees or graduate certificates need to follow an approved format. Please call the Office of Graduate Studies and ask for an outline. Revisions of graduate degrees and some new certificates also may need state approval, depending on the extent of changes proposed. Please consult the Office of the Provost for advice prior to initiating this form.

Attach the following required documents:

1. Executive Summary
2. Program Proposal (in the approved format)
3. Catalog Description (to include program curriculum)
4. Graduate Program Projected Costs (only for new degrees)
5. Library Impact Statement

Does this new degree affect any existing program? Yes No If yes, attach statement

Proposed date to admit new students: Term Fall Year 2011

Required Signatures

Department Chair	<u>See appendix: Form D Required Signatures</u>	Date	_____
College Curricula Committee	<u>(AIS) / (CFA) / (M+S)</u>	Date	<u>9/8/10</u>
College or School Dean	<u>(A&S & CFA) / (AIS) / (CFA) / (M+S)</u>	Date	<u>11/4/10, 1/22/11</u>
Dean of Library Services	<u>See appendix: Library Impact Statement</u>	Date	<u>1/12/11</u>
Office of the Registrar—Catalog	<u>Elizabeth A. Bradton</u>	Date	<u>05/21/10</u>
FS Graduate Committee	_____	Date	_____
Dean of Graduate Studies	_____	Date	_____
FS Curricula Committee	_____	Date	_____
Office of the Provost	_____	Date	_____
Faculty Senate	_____	Date	_____
Board of Regents	_____	Date	_____

Additional Approvals for Degrees:

Board of Regents	_____	Date	_____
Council of Graduate Deans	_____	Date	_____
Academic Council of Higher Education	_____	Date	_____
Higher Education Department	_____	Date	_____
State Board of Finance	_____	Date	_____

Entered: Name

Entered: Catalog

For Registrar's Office ONLY

Copies Mailed

Form D Attachment:

Internal letters of support and endorsement.

Office of the Dean

To: Faculty Senate Curriculum Committee

From: Mark Ondrias, Chair of the College of Arts and Sciences Curriculum Committee

Re: Museum Studies Degree Program Approval

Date: September 3, 2010

The College of Arts and Sciences Curriculum Committee met late this summer to review the proposed Graduate Program in Museum Studies and the various forms (A-D) that accompanied the proposal. The Committee was quite impressed with the substance of the proposed program and the diligence of its originators in procuring all of the required pre-approvals at the UNM and HED levels. We unanimously voted approval of the program curriculum. It is well conceived and we made only a few suggestions for minor modifications of the proposed curriculum.

The purpose of this memo is to express our concern about the funding of the proposed program. It is not at all clear how and if the Museum Studies Program will be created and maintained in the current era of fiscal constraints. These funding issues are not within the mandate of our committee deliberations, but we strongly urge that they be resolved before the proposed Program is fully approved.



College of Fine Arts
MSC04 2570
University of New Mexico
Albuquerque, NM 87131-0001

Phone: 505-277-2111
Fax: 505-277-0708

E. James Dixon
Professor of Anthropology
Director, Maxwell Museum of Anthropology

Dear Professor Dixon,

I am writing in support of the proposed Master of Arts, Master of Science, and undergraduate certificate program in Museum Studies. The College of Fine Arts Curriculum committee has approved the proposal. I have also shared this proposal with leaders in the field such as James Enyeart, former director of the George Eastman House in Rochester and the Center for Creative Photography at the University of Arizona and Stuart Ashman, Secretary of Cultural Affairs for the state of New Mexico. In both cases they were very supportive. Stuart Ashman opened the door to involvement in the curriculum by professionals in the state museums. Given the concentration of museums on this campus and in the cultural corridor between Albuquerque and Taos, education in Museum Studies will provide opportunity to New Mexican students and working professionals to find or enhance careers in these institutions in the state.

Sincerely,

Jim Linnell, Interim Dean



The University of New Mexico

Department of Anthropology
MSC01 1040, 1 University of New Mexico
Albuquerque, NM 87131-1086
Telephone (505) 277-4524
FAX (505) 277-0874

September 21, 2009

To: Dr. Suzanne Ortega
Provost and Vice-President for Academic Affairs

From: Michael W. Graves *Michael W Graves*
Chair and Professor

The new interdisciplinary proposal for a Master's degree and undergraduate certificate program in Museum Studies has the full support of the Department of Anthropology. This new program will enable UNM to realize the potential of its exceptional Museum collections and the considerable human resources of its Museums. Furthermore, it will strengthen the existing synergy between the Department of Anthropology and the Maxwell Museum of Anthropology by more fully linking the teaching mission of the Department with the Maxwell and the other participating UNM Museums.

By increasing the educational opportunities in Anthropology, we anticipate that the Museum Studies Program will have a positive impact on both undergraduate and graduate education in Anthropology at UNM. The new certificate program will enrich undergraduate education and increase the number of undergraduate majors. Many of the graduate students enrolling in the Museum Studies Program will select Anthropology as their cognate discipline and this will positively impact enrollment in our graduate classes. Furthermore, it will likely motivate some students to apply to our Ph.D. program should they decide to pursue careers in Museum anthropology such as advanced curatorial, research, or administrative positions.

The proposed Museum Studies Program will have the support, endorsement, and cooperation of the Anthropology Department and faculty.



Department of Art & Art History

May 1, 2009

To: Charles Fledderman

Acting Dean

Office of Graduate Studies

From: Joyce M. Szabo, Chair

Department of Art and Art History

Re: Proposed Graduate Degree Programs in Museum Studies

Dear Dean Fledderman:

With this memo, I offer my support of the initiative to develop graduate degree programs in Museum Studies. The detailed proposal indicates that we seek both a Master of Arts and a Master of Science to allow a greater diversity of students with differing specialties to engage in these programs of studies.

A group of faculty and staff from various departments and museums across campus have been working on this proposal under the leadership of James Dixon, Director of the Maxwell Museum of Anthropology. The proposal carries with it clear arguments for the benefits of such a program, but I will reinforce a few of those here.

New Mexico has a great many museums that are used by the state's population and visitors to New Mexico alike. In addition, new cultural centers are continuing to develop at various Pueblos and on various reservations. All of these cultural centers and museums need staff who understand the issues surrounding collections and their care as well as exhibition techniques and pedagogy. The graduate program we have outlined will be of great assistance to these museums and centers, and to their current staff. In addition, such a graduate program offers strong possibilities for jobs for our students upon graduation, jobs both within and outside the state.

I am completing my nineteenth year here at UNM and have been involved in teaching museum studies courses for most of my tenure here. A few years ago we developed a graduate minor in museum studies, which I feel is still a necessary part of the curriculum. However, the new graduate degrees expand the range of possibilities in many ways. Therefore, I strongly endorse the proposal as submitted.

As Director of the University of New Mexico Art Museum, I am especially mindful of the role our institution will play in this program. Chief among the many collections within the University Art Museum, the art of photography is truly at the core of the permanent collection. With over 10,000 photographs representing the veritable history of the medium, the Art Museum, in

component of the already excellent schedule of advanced studies. enough that graduate degrees in Museum Studies should be a professional Mexico—as viewed within the broader scope of the Arts and Sciences—are basis heritage and physical holdings of the Museums of the University of New “understanding of the world, its peoples, and cultures.” The existing, rich significantly contribute to the University’s mission that advances an purpose, position UNM as a leader in professional educational initiatives, and Museums to a common goal, these graduate degrees will invigorate academic interdepartmental collaborations, and focusing the resources of the University’s innovative proposal has been created which I concur in all ways. By formalizing assistance of an able committee, including my colleague Dr. Sara Otto-Diniz, an Museum of Anthropology, has spear-headed this important study, and, with the minor in the discipline. My colleague James Dixon, Director of the Maxwell Museum Studies, and to expand and strengthen the already existing graduate interdisciplinary courses leading to the Master of Arts and Master of Science in I am writing in support of the initiatives to put into practice a roster of

Dear Dr. Fledderman,

Charles F. Fledderman
Acting Dean
Office of Graduate Studies
University of New Mexico
Humanities Bldg. Suite 107
Albuquerque, NM 87131

27 April 2009

UNM Art Museum
Office of the Director



collaboration with the Department of Art and Art History, provides students with resources that are ranked 5th in the country (*U.S. News & World Report*, 2008). What a Master of Arts in Museum Studies at UNM could mean for those students wishing to enter the profession of fine arts museum administration, gallery management, auction house employment, and/or private collections work, would be a hands-on experience that is close to unparalleled and is singular in excellence west of the Mississippi. To that end, I am committed to provide education and curatorial staff, as is feasible, for Museum Studies course work at the UNM Art Museum in an on-going basis. With the art museum's newly created position of "Curator 3, Academic Initiatives," [April 2009] the focus upon inter-disciplinary learning, led by that curator, would be in step with many of the goals outlined in the current proposal, such as pedagogical practices pertinent to visual/cultural literacy, collections management principles and standards, problems of connoisseurship, and issues of education and hermeneutics, apropos of degree course requirements and thesis plans. Let me take this opportunity to emphasize that first and foremost, the mission of the University Art Museum is to serve as a teaching museum and to that end we welcome this opportunity.

And so, please accept this letter of endorsement of the overall effort to strategize and then succeed at the creation of a Masters level degree in Museum Studies. The University Art Museum is very proud to play a part in this important advance.

Sincerely yours,



E. Luanne McKinnon
Director

cc:

James Linnell, Acting Dean, College of Fine Arts
James Dixon, Director, Maxwell Museum of Anthropology
Joyce Szabo, Chair, Department of Art and Art History
David Craven, in-coming Chair, Department of Art and Art History



of the University of New Mexico

27 April 2009

Office of Graduate Studies
Humanities Building
Suite 107
University of New Mexico
Albuquerque, N.M

To: Graduate Program Review Committee

The Harwood Museum of Art fully endorses the *Proposal for a Master of Arts or Master of Science program in Museum Studies*. This program is critical to New Mexico's growing need for trained museum professionals to facilitate cutting edge research in the museum field, and to provide the opportunity for training and development towards creative and quality museum based public education programs. New Mexico ranks tenth in the United States in the number of museums per capita, thus it is apropos that the University of New Mexico provide the educational leadership in this field. The expertise and experience of the University's faculty and staff through its museums, galleries and Tamarind Institute is well positioned to become the nation's premier educational program for Museum Studies.

The Harwood Museum of Art looks forward to an active involvement with students by providing internship opportunities in museum practices, museum interpretation, and collections management. Students will be given the opportunity to participate in hands-on museum activity under the guidance and supervision of the Harwood's professional staff and UNM faculty. Students will be given the opportunity to develop and implement strategies that are complimentary to the museum's best practices. The Harwood has a small apartment on site used for guest lecturers and artists. This space can be made available to interns on a preplanned basis to assist in defraying the financial burden of a student's field study away from the University's main campus in Albuquerque.

Sincerely,

Deborah McLean
Interim Director, Harwood Museum of Art



THE MUSEUM OF
SOUTHWESTERN BIOLOGY

Thomas F. Turner
Director
505-277-7541
turnert@unm.edu



April 28, 2009

The Graduate School
Office of Graduate Studies
Humanities Building, Suite 107
University of New Mexico
Albuquerque, New Mexico 87131-0001

To Whom It May Concern,

I am writing to offer my strong support for the proposal for a Master of Arts and Master of Science program in Museum Studies at the University of New Mexico. Historically, the Museum of Southwestern Biology (MSB) has been a vigorous participant in a concentration area in Museum Studies along with other UNM museum and we believe it is time to develop a formal curriculum in this area. For too long the state of New Mexico has lacked a training and education program in Museum Studies, despite the fact that New Mexico has more museums per capita than any other state and a rich cultural and natural heritage that is of international significance. A Museum Studies program is a natural fit at UNM given our history of supporting internationally-recognized museums of art, archaeology, natural history, meteoritics, etc.

The MSB stands ready to be a full partner in providing infrastructure, human resources, and expertise in preparation, curation, and use of natural history collections of all kinds to enhance both the breadth and depth of the Museum Studies curriculum. Please do not hesitate to contact me with any questions you may have regarding the proposal and the MSB's role in bringing the Museum Studies Program to fruition.

Sincerely,

A handwritten signature in black ink, appearing to read 'T. Turner', written over a faint circular stamp or watermark.

Thomas F. Turner, Ph.D.
Director, Museum of Southwestern Biology
Associate Professor, Department of Biology



Bachelor and Graduate Programs
Extended University
MSC03 2190
1 University of New Mexico
Albuquerque, NM 87131-001
Phone: 505-277-8585
Fax: 505-277-6908

29 May 2009

Dr. James Dixon
Director, Maxwell Museum of Anthropology
MSC01 1050
Hibben Building, Room 111
1 University of New Mexico
Albuquerque, NM 87131

Dear Dr. Dixon:

Thank you for meeting with me on May 22, 2009 in order to discuss the proposed Masters in Museum Studies program and the undergraduate certificate program.

Extended University in 2005 had discussions with Martin Facey, then chair of the Department of Art and Art History, regarding the possibility of delivering the graduate minor in museum studies to Santa Fe, Taos, and Gallup based on requests from those communities. We also encouraged the development of upper division versions of the graduate courses for students to use in the Bachelor of University Studies Program, available statewide.

We are very pleased that the Department of Anthropology, with its other academic departmental and UNM museum partners, has developed masters degree and undergraduate certificate programs in the area of museum studies. I write to indicate Extended University's support in the curriculum approval process with the hope that, upon approval, we can engage in discussions about delivering most or all of both programs online to the State of New Mexico. We believe there will be a distance "market" for such programs.

Again, I appreciate meeting with you and look forward to a successful approval process.

Sincerely,

John B. Cornish, Ph.D.
Director of Curriculum Planning and Program Development



The University of New Mexico

Maxwell Museum of Anthropology
MSC01 1050
1 University of New Mexico
Albuquerque, NM 87131-0001
(505) 277-4405

May 1, 2009

The Graduate School
Office of Graduate Studies
Humanities Building, Suite 107
University of New Mexico 87131-0001

Dear Dr. Colleagues:

The proposed Graduate and Certificate Program in Museum Studies has the full support of the faculty and staff of the Maxwell Museum of Anthropology. As UNM's only accredited Museum, the Maxwell is deeply committed to the implementation of the Museum Studies Program, and has pledged to provide the essential space and administrative structure to make it successful when it is approved and funded.

Although the University of New Mexico has world-class museum resources, its museums lack an appropriate teaching program. The proposed program will fill that void and also enhance scholarship in cognate disciplines (primarily Anthropology, Art History, Biology, and Earth and Planetary Science) by increasing opportunities for advanced education, research, and service. The improved use of UNM's outstanding museum resources will bring greater scholarly value to the collections, generate new discoveries, and enable exciting research in both the social and natural sciences. The program also will strengthen New Mexico's visitor industry and enrich the fabric of New Mexico's multicultural society.

I strongly encourage you to support this proposal and facilitate its implementation.

Sincerely,

E. James Dixon, Ph.D.
Director, Maxwell Museum of Anthropology
Professor of Anthropology
MSC 01 1050
1 University of New Mexico
Albuquerque, NM 87131- 0001

Form D Attachment:

External letters of support and endorsement.



Ashiwi A:wan Museum and Heritage Center

P.O. Box 1009 Zuni, New Mexico 87327 Tel 505 782.4403 Fax 505 782.4503 url www.ashiwi-museum.org

October 26, 2009

The UNM Museum Studies Working Group
Maxwell Museum of Anthropology
MSC01 1050
Albuquerque, New Mexico 87131-0001

Dear Working Group,

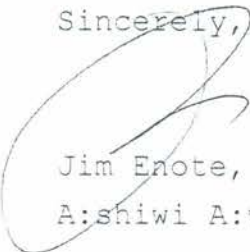
This letter is written in support of your proposal to develop a Museum Studies Program at the University of New Mexico. Museums are entering a new era as electronic media begins to take over the way we communicate. Web 2.0, social networking, and digital collections are becoming emerging contact zones for museums and I see a UNM museum studies program as a means to create new educational contact zones and co-narratives between sciences and the variety of ontologies that exist within the region. I also see a museum studies program as a means to extend sharing of public knowledge well beyond casual museum visitation to a place for different educational engagements.

As you are probably aware, tribes throughout the country are growing increasingly sophisticated and involved in how they choose to represent themselves or be represented. A UNM museum studies program would fill an existing need for tribes to grow, enlist, and strengthen museum professionalism while

providing educational or research opportunities for tribal and non-tribal museum studies students. In addition a UNM museum studies program will: 1) help meet the increasing demand for trained museum professionals with graduate-level expertise in museum studies important to the visitor industry and ancillary educational institutions, 2) provide opportunities for teaching, professional development, and graduate level education for your staff and, 3) the proposed program will provide training opportunities for individuals from underrepresented groups, including Native American tribal members for positions in emerging tribal and pueblo museums and similar cultural institutions.

If you have any questions about my enthusiastic support for a UNM museum studies program please let me know. I can be reached at 505 782.4403 or at jimernote@mac.com using email.

Sincerely,



Jim Enote, Executive Director
A:shiwi A:wan Museum and Heritage Center

1701 Mountain Road NW
Albuquerque, NM
87104

505.224.8300 voice
505.224.8325 fax

www.explora.us



explora!

Ideas You Can Touch
Ideas que puedes tocar

July 22, 2009

The UNM Museum Studies Working Group
Maxwell Museum of Anthropology
MSC 01 1050
1 University of New Mexico
Albuquerque, NM 87131-0001

Dear Working Group:

On behalf of Explora, I am endorsing the proposed graduate program in Museum Studies program at the University of New Mexico. We reviewed the executive summary of the proposed program and believe that the program will help meet the ever-increasing demand for trained museum professionals in New Mexico. We also believe the program will strengthen museum professionalism regionally and nationally.

We will be pleased to consider offering an internship and/or experiential practical educational opportunities to the students enrolled in the program.

Explora looks forward to partnering with UNM and participating in the many opportunities the program will present in the areas of teaching, professional development, and graduate level education. The proposed program has Explora's support.

Sincerely,

A handwritten signature in blue ink that reads "Patrick Lopez". The signature is fluid and cursive.

Dr. Patrick Lopez
Executive Director
505.224.8321

To: The UNM Museum Studies Working Group

From: Rita A Powdrell/President African American Museum and Cultural Center of NM
Re: Support for Proposal for a Master of Arts and Master of Science in Museum Studies

The African American Museum and Cultural Center of New Mexico is excited about the possibility of a Masters program in Museum Studies. The ability to access graduate students and their expertise would be invaluable for a small community based museum such as ours. The graduate would be able to increase their experience and historical knowledge in working with the history of African Americans in New Mexico and the Southwest . Our Museum would benefit by the graduate students knowledge in

1. The procedures and protocol for handling collections donated to the African American Museum and Cultural Center.
2. The differing methods for archiving various materials .
3. Suggestions on the creative use of space and the showing of exhibits.
- 4 Assisting with collaborative exhibits with other museums to exchange culture, exchange history and to showcase how our journeys through history have impacted us the same and yet uniquely differently.

The other benefit to the graduate student is research. There is a wealth of historical information on the impact of the African American Presence in New Mexico and the Southwest. Much of this information has not been brought to the public for lack of qualified professionals with a passion and the time to research and document the information. There are many, many projects on the drawing board. How African Americans impacted athletics in the State of New Mexico. The Multifaceted and remarkable Journey of African American Educators in the State(From Segregation, to Reservation to tentative acceptance in mainstream public education), The impact of African American Women's organizations in supporting African American Culture and giving structure and transferring legacy to young African American Girls. These are just a few areas of research there are many more. What a rewarding experience and journey for a graduate student to assist in making the Visible. Vital and Valuable contributions of the African American community available for the entire NM community through placement in a museum.

Respectfully,

Rita A Powdrell
505-345-8086/ Fax 505-345-9423



NEW MEXICO ASSOCIATION OF MUSEUMS

PMB 149
1208 San Pedro, NE
Albuquerque, NM 87110-6762

July 25, 2009

UNM Museum Studies Working Group
Maxwell Museum of Anthropology
MSC01 1050
Albuquerque, NM 87131-0001

Dear Colleagues:

The New Mexico Association of Museums fully endorses the University of New Mexico's proposed graduate program in Museum Studies. This degree program strengthens an already existing graduate minor in Museum Studies, makes excellent use of existing resources at the University, and can draw new professional and scholarly talent to our state. This program has the unique capacity to utilize New Mexico's museums (especially those at UNM) as advanced degree learning centers, and our trained professionals as educators and mentors—consequences that NMAM champions.

NMAM's mission is to provide statewide support to museums and cultural organizations through professional development, advocacy, and collaboration. In doing so, we promote excellence in the application of standards and cultivate leadership in the museum field. UNM's graduate program has these same underpinnings through a well-planned fusion of theoretical and practical knowledge, using Boulder's respected program as a model.

New Mexico's museums continue to emerge and expand. Thus, there is a sustained need for trained, astute, graduate-level museum professionals. Those seeking an educational path in this discipline must currently go out of state. An affordable, in-state museum studies graduate program can help to engage and retain individuals from underrepresented populations, especially those that are inclined towards working in tribal and other ethnically-based museums.

UNM's program can help to build proficiency in our museums, and further high standards in museum ethics, governance, education, exhibitions, collections care and management, and public accountability. On behalf of the New Mexico Association of Museums, I offer our support for this valuable graduate program in Museum Studies—a much-needed course of study for our university system to pursue. Please count on our Board and membership to participate as advocates and potential partners.

Sincerely,

Laurie J. Rufe
NMAM President



May 8, 2009

The UNM Museum Studies Working Group
Maxwell Museum of Anthropology
MSC 01 1050
1 University of New Mexico
Albuquerque, NM 87131-0001

Dear Working Group:

On behalf of the New Mexico Museum of Natural History and Science, I would like to endorse the proposed graduate program in Museum Studies program at the University of New Mexico. The program will help meet the ever-increasing demand for trained museum professionals and will strengthen museum professionalism regionally and nationally. It is important that students who wish to specialize in museum studies will have an opportunity to be educated in New Mexico. This opportunity will allow bright and talented students who qualify for in-state tuition to enter the program and gain practical experience locally. The New Mexico Museum of Natural History and Science will be pleased to offer internships and hands-on practical educational opportunities to the students enrolled in the graduate program.

The New Mexico Museum of Natural History and Science looks forward to partnering with UNM and participating in the many opportunities the program will present in the areas of teaching, professional development, and graduate level education. The New Mexico Museum of Natural History and Science staff will support the program by providing opportunities for internships, education, and research.

Sincerely,

A handwritten signature in cursive script, appearing to read "Hollis J. Gillespie".

Hollis J. Gillespie
Executive Director
NMMNHS

Museum Cooperative Council of Albuquerque

July 22, 2009

The UNM Museum Studies Working Group
Maxwell Museum of Anthropology
MSC 01 1050
1 University of New Mexico
Albuquerque, NM 87131-0001

Dear Working Group:

On behalf of the Albuquerque Museum Cooperative Council, I am endorsing the proposed graduate program in Museum Studies program at the University of New Mexico. The Council met with Dr. E. James Dixon and reviewed the executive summary of the proposed program and we believe that the program will help meet the ever-increasing demand for trained museum professionals in New Mexico. We also believe the program will strengthen museum professionalism regionally and nationally. The member organizations that comprise the Albuquerque Museum Cooperative Council will be pleased to offer internships and hands-on practical educational opportunities to the students enrolled in the graduate program.

We look forward to partnering with UNM and participating in the many opportunities the program will present in the areas of teaching, professional development, and graduate level education. The proposed program has the full support of the members of the MCC.

Sincerely,



Ellen Welker
President

1701 Mountain Road, NW
Albuquerque, NM 87104
505.224.8361
ewelker@explora.uw

Museum of Indian Arts and Culture ■ Laboratory of Anthropology



P.O. Box 2087 Santa Fe, New Mexico 87504-2087 ■ 505-476-1250 FAX 505-476-1330 ■ www.IndianArtsandCulture.org

September 22, 2009

The UNM Museum Studies Working Group
Maxwell Museum of Anthropology
MSC01 1050
Albuquerque, New Mexico 87131-0001

Dear UNM Museum Studies Working Group members:

This letter is in support of The Maxwell Museum's proposal for a Masters Degree program in Museum Studies at the University of New Mexico. As a member of the Pueblo of Santa Clara and Curator of Ethnology of the Museum of Indian Arts & Culture, I strongly believe that a regional masters degree program in museum studies would be of great benefit Native communities, local museums, and the museum field as a whole.

Our institution is always open to internship opportunities, providing hands-on experience and training in varies areas on museum management. Graduate level students in museum studies would be important assets not only to our institution, but also to many museums in New Mexico, which operate on federal, state, municipal and tribal levels.

The potential collaborations between UNM students and regional museums would mutually strengthen the museum profession and the program. As a facility housing nearly 10 million artifacts and objects, we can provide a wealth of archaeological, ethnographic and archival research opportunities. In return, interns will provide crucial assistance to often-understaffed institutions.

A graduate program at UNM will also provide essential training opportunities for Native American students who will hold positions in emerging tribal and pueblo museums and cultural centers. This would also be strongly beneficial to UNM, where American Indians, particularly as graduate students, are underrepresented.

As it can be clearly seen, a masters program in Museum Studies is essential to the growth of tribal communities and the museum field as a whole. I strongly support the Maxwell Museum's efforts in establishing such a program at UNM. If you have any questions, or need additional information, please contact me at (505) 476-1253.

Sincerely,

Tony R. Chavarria
Curator of Ethnology
Museum of Indian Arts & Culture/Laboratory of Anthropology

July 25, 2009

UNM Museum Studies Working Group
Maxwell Museum of Anthropology
MSC01 1050
Albuquerque, NM 87131-0001

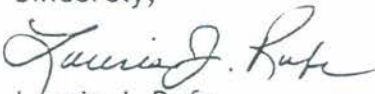
Dear Ladies and Gentlemen:

The Roswell Museum and Art Center, an AAM accredited museum with a nine-month internship program, is delighted to hear about the University of New Mexico's proposed graduate program in Museum Studies. This is a long-overdue initiative in our state that has the capacity to positively impact the museum profession in general, and enrich New Mexico's museums through internships and coursework that furthers research, collections management, and interpretation. What a great boon this program will be for UNM as a learning institution, allowing it to strengthen existing curriculum, draw upon its world-class museum resources, and expand upon interdisciplinary collaborations with scholars and content specialists.

From the perspective of a museum that regularly seeks interns, we look for stellar individuals who are poised to move into entry-level museum work with a solid intellectual, theoretical, and practical background. Your curriculum model provides this mix. We would be happy to be included as a potential internship site, and provide our facility and personnel for related curriculum-based programming.

The graduate degree program in Museum Studies is a winning proposition based on the wealth of museums per capital in New Mexico, our state's focus on cultural tourism as an economic driver, and the need to provide more affordable in-state educational opportunities for emerging professionals—especially those from underserved populations and those representing tribal and Pueblo museums. Best regards and much success in your endeavor; we fully support the goals of this program.

Sincerely,


Laurie J. Rufe
Director

April 23, 2009

The UNM Museum Studies Working Group
Maxwell Museum of Anthropology
MSC01 1050
Albuquerque, NM 87131-0001

To Whom It May Concern:

I am writing in support of the proposed Master of Arts and Master of Science program in Museum Studies at the University of New Mexico. Having been a graduate of a similar program at the University of Denver, Colorado, I can testify first hand to the value of a program at this academic level, as the Museum Studies program at DU was a significant factor in my ability to enter into a museum career. In addition, one cannot diminish the importance of a combination of study in an academic field and a museum studies focus.

From an institutional standpoint, museums today rely heavily on work study and interns to assist in the educational, curatorial, and operational programs of the museum—we could not do such a good job without their assistance. The Albuquerque Museum has a long history of engaging work study students and art, art history, anthropology, and other student interns from the University of New Mexico, and we shall continue to do so. In addition to their assistance, the museum has been willing to design individual programs to meet student needs for academic credit for independent study/practicum.

As a director for many years, I can say that a great number of positions that I have filled in the museum have been staffed with graduates of museum programs. These programs offer an institutional the ability to hire qualified people, reduce training time, and engage graduates at every level of museum operations. We would welcome the opportunity to work with the UNM Museum Studies Masters program.

Sincerely,



Cathy L. Wright
Director



601 Eubank SE
Albuquerque, NM 87123
505-245-2137

The UNM Museum Studies Working Group
Maxwell Museum of Anthropology
MSCO1 1050
1 University of New Mexico
Albuquerque, NM 87131-0001

To Whom It May Concern:

Please consider this a demonstration of support for a Museum Studies program to be instituted at the University of New Mexico. We enthusiastically support the creation of such a program as it will prove beneficial to the State of New Mexico as well as those important organizations and institutions that would employ program graduates.

The National Museum of Nuclear Science & History would be willing to participate in such a program in the following ways:

- Provide internship positions across the spectrum of departments at our Museum
- Provide educational research positions in the areas of history and science
- Participate in opportunities for professional development for Museum staff
- Consider graduates for employment in our organization

This program would provide an important education and employment path for those interested in the Museum industry, which plays an important role in New Mexico.

Please call on me if you need more detail on our response to this proposed program.

Many thanks,

Jim Walther
Director, National Museum of Nuclear Science & History

RECEIVED

MAY 22 2009

MAXWELL MUSEUM



United States Department of the Interior



NATIONAL PARK SERVICE
Chaco Culture National Historical Park
Museum Collection
Hibben Center for Archaeological Research
450 University Blvd NE, Room 307
Albuquerque, New Mexico 87106
(505) 346-2871; FAX (505) 346-2523

IN REPLY REFER TO:
H20

September 24, 2009

The UNM Museum Studies Working Group
Maxwell Museum of Anthropology
MSC01 1050
Albuquerque, NM 87131-0001

Dear Dr. Dixon:

I am anxiously awaiting the implementation of the graduate program in Museum Studies at the University of New Mexico. As an on-site partner, Chaco Culture National Historical Park stands ready to offer internships and research opportunities to students. Internships with us would provide students with experience in museum technician, archives technician, and museum specialist federal job series, and help train people for careers with the federal government. The National Park Service manages over 123 million museum objects and archives, is second only to the Smithsonian Institution in the size of its collections, and needs trained museum professionals in its workforce.

The Chaco Museum Collection is primarily a research collection, and 36 CFR 79, "Curation of Federally-Owned and Administered Archeological Collections," requires us to make our collections available for scientific and education uses. Over the years UNM students have used our collections for masters' and Ph.D.-level research. However, research opportunities are still extensive, particularly as evolving technologies allow us to answer old questions with new data.

I am particularly hopeful that the development of a graduate program in Museum Studies here in New Mexico will encourage Native American students to choose careers in museums. As a federal entity, Chaco Culture NHP is committed to providing opportunities for tribal members to train with, and hopefully eventually work for, the National Park Service.

Please let me know if there is anything I can do to lend support and encourage UNM to move forward expeditiously with this important program.

Sincerely,

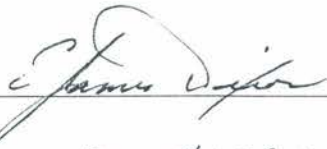
Wendy Bustard, Ph.D.
Museum Curator
wendy_bustard@nps.gov


Proposed Graduate Program in Museum Studies


Attachment 6


Required Signatures

Participating Departments, Programs and Museums


Name: E. James Dixon Signature: 
Director Maxwell Museum of Anthropology
Title: Professor of Anthropology Date: 4/28/09

Name: Thomas F. Turner Signature: 
Director, Museum of SW Biology
Title: Assoc. Professor of Biology Date: 4/29/09

Name: DEBORAH MCLEAN Signature: 
Title: Interim Director, Howwood Museum of Art Date: 4/28/09

Name: Loyce M. Szabo Signature: 
Title: Chair, Department of Art and Art History Date: 4/28/09

Name: E. LuAnne McKinnon Signature: 
Title: Director, UNM Art Museum Date: 5/5/2009

Name: Michael W. Graves Signature: 
Title: Chair, Dept of Anthropology Date: 05/12/09

Proposed Graduate Program in Museum Studies

Attachment 6

Required Signatures

Participating Departments, Programs and Museums

Name: CARL AGEE Signature: Carl B. Agee

Title: Director, Instit. of Meteoritics Date: 5/22/09
Professor, Dept Earth & Planetary Sci

Name: ERIC S. LOKER Signature: Eric S. Loker

Title: CHAIR, BIOLOGY Date: 5/26/09

Name: RICHARD M. CRIPPS Signature: Richard M. Cripps

Title: INCOMING CHAIR, BIOLOGY Date: 5/26/09

Name: JOHN W. GEISSMAN Signature: John W. Geissman

Title: CHAIR, EARTH + PLANET. SCI. Date: 5/27/09

Name: _____ Signature: _____

Title: _____ Date: / /

Name: _____ Signature: _____

Title: _____ Date: / /

Library Impact Assessment

UNM UNIVERSITY LIBRARIES

To: E. James Dixon
From: Steven R. Harris, Director of Collections & Acquisitions Services
RE: Review of Collections in Support of Museum Studies
Date: December 3, 2009

The University Libraries (UL) is composed of four separate branch facilities: Zimmerman Library for education, social sciences, and humanities; Centennial Science and Engineering Library; Parish Business and Economics Memorial Library; and the Fine Arts and Design Library. In addition to the University Libraries, students and faculty also have access on north campus to the Health Sciences Library & Informatics Center and the Law Library. The UL has over 2.2 million volumes, 200 online databases, and 60,000 current journals.

UNM faculty and students can obtain materials not held by the UL free of charge through interlibrary loan, usually within a few days. The UL is now a member of the Center for Research Libraries, an organization of research libraries that provides access to a collection of almost four million rarely-held books, journals, pamphlets, newspapers and primary source materials which can be borrowed for extended time periods.

The Libraries hold strong collections of materials covering New Mexico, the Southwest, and Latin America across many disciplines. Collections in art, anthropology, life sciences, and Southwest history are particularly strong. Museum studies have not been a particular focus of collecting in the libraries. The fine arts librarians, however, have made some effort to support the museum studies component of the art curriculum. The strengths in the Center for Southwest Research (the special collections of the Libraries) include Native American studies, Chicano/Hispano studies, Spanish colonial history, and environmental history.

Table 1 below shows the number of unique titles held in the UL collection as reflected in the WorldCat database. The museum studies section of the Library of Congress classification is a fairly small area. Subject searching within WorldCat for "art museums" and other subjects expands the picture of what the UNM collections can support. While the UNM collections for museum studies could not be described as strong, relative to our peer institutions, we are doing fairly well. Table 2 shows the library holdings at our peer institutions. As a percentage of our titles held, UNM is expending more effort on museum studies materials than our peers do.

Table 3 shows selected databases available to UNM students and faculty. Most of the major relevant databases are subscribed to at UNM. The same is not true for magazines and journals in the subject area (Table 4). Subscriptions to several significant museum journals were recently canceled at UNM. While the cost of those journals is not great, in the current budget climate, the UL would be unable to add subscriptions to those titles without canceling subscriptions in some other area. Museum studies students and faculty would be greatly dependent on interlibrary loan.

The book collections of the University Libraries could presently provide moderate support for a graduate program in museum studies. The journal collections offer only basic support, which can be augmented by interlibrary loan. A one-time infusion of \$10,000 would greatly improve the book

collections in various museum subject areas. An ongoing increase of \$2,000 for library collections would ensure that collections were maintained at a higher level.

Table 1. UNM Library Holdings in Selected Subjects in OCLC WorldCat

Subject Area	#Titles
Museum Studies (LC class-AM)	661
Art Museums (subject)	576
Ethnological Museums (subject)	79
Heritage Tourism (subject)	70
Historic Preservation (subject)	325
Natural History Museums (subject)	52
Science Museums (subject)	38
Total Titles in Selected Areas	1,801
Total UNM Titles in WorldCat	1,523,785

Table 2. Titles Held by UNM Peers in Selected Museum Subjects as Reflected in OCLC WorldCat, November 2009

School (OCLC Code)	Museum Studies (LC class-AM)	Art Museums (subject)	Ethnological Museums (subject)	Heritage Tourism (subject)	Historic Preservation (subject)	Natural History Museums (subject)	Science Museums (subject)	Total Titles in Selected Areas	Total Titles Held in Library	Selected Areas as % of Total Library	Standard Deviation
U Arizona (AZU)	934	661	86	84	417	81	41	2,304	3,139,050	0.07%	-0.95054
U Arkansas (AFU)	501	188	20	28	223	33	38	1,031	883,104	0.12%	1.88359
U Colorado (COD)*	637	538	51	71	271	58	41	1,667	2,016,705	0.08%	-0.34503
U Iowa (NUI)	837	643	77	46	327	55	40	2,025	2,733,710	0.07%	-0.90627
U Kansas (KKU)*	1,144	760	85	59	253	82	42	2,425	2,310,657	0.10%	1.1122
U Kentucky (KUK)	503	427	30	61	412	50	38	1,521	1,897,614	0.08%	-0.50889
U Missouri (MUU)	536	372	45	45	308	58	26	1,390	1,992,286	0.07%	-1.1878
U Nebraska (LDL)	620	716	43	41	353	81	65	1,919	1,858,039	0.10%	1.00317
U Oklahoma (OKU)	462	308	43	56	159	52	30	1,110	1,431,651	0.08%	-0.68021
U Oregon (ORU)	653	454	59	54	412	57	46	1,735	1,730,432	0.10%	0.80593
U South Carolina (SUC)	446	365	38	46	348	46	21	1,310	1,628,172	0.08%	-0.48895
U Tennessee (TKN)	462	298	41	78	186	23	24	1,112	1,415,581	0.08%	-0.61343
U Texas (IXA)	1,357	993	108	103	567	118	54	3,300	4,217,708	0.08%	-0.63388
U Utah (UUM)	651	514	66	73	416	67	51	1,838	2,176,965	0.08%	-0.22932
U Virginia (VA@)	638	706	73	49	347	50	56	1,919	2,393,324	0.08%	-0.50705
U Washington (WAU)*	1,305	766	128	88	554	103	73	3,017	3,886,687	0.08%	-0.67425
Texas Tech (ILU)**	626	407	43	63	390	54	50	1,633	1,595,423	0.10%	0.94265
UNM (IQU)	661	576	79	70	325	52	38	1,801	1,523,785	0.12%	1.97807
Mean	721	538	62	62	348	62	43	1,837	2,157,272	0.09%	
Median	638	526	55	60	348	56	41	1,768	1,944,950	0.08%	
*Has graduate museum studies program.											
**Texas Tech is not a designated UNM peer, but has one of the few comprehensive museums studies programs in the Western states.											
OCLC WorldCat is a bibliographic database that reflects library holdings from around the world.											

Table 3. Selected UNM Library Databases

Anthropology/Archaeology
AnthroSource
Anthropological Literature
eHRAF Archaeology
eHRAF World Cultures
Art
Art Full Text
Art Index Retrospective
ArtBibliographies Modern
ARTstor
Avery Index to Architectural Periodicals
BHA Bibliography of the History of Art
History
ACLS Humanities E-Book
America: History and Life
American Indian History Online
America's Historical Newspapers
Historical Abstracts
History Cooperative
International Medieval Bibliography
Life Sciences
Biosis
Birds of North America
Web of Science
Wildlife and Ecology Studies Worldwide
Zoological Record
General Databases
Center for Research Libraries
Ebrary Academic Complete (e-book collection)
JSTOR
Lexis/Nexis Academic Universe
New York Times (1851-2004)
Project Muse

Table 4. Selected Museum Studies Journals

Title	Subscribed	Electronic Access	Cost
AIC News	Yes		
Curator: the Museum Journal	Yes	ArtFullText 1997-	
Forum Journal	Yes		
Forum News	Yes		
In the Field	No		\$20
Journal of Education in Museums	No		\$146
Journal of Museum Education	Yes	Publisher 2006-2008	
Journal of Museum Ethnography	No		\$30
Journal of the American Institute for Conservation	Yes	JSTOR 1997-2005	
Journal of the Canadian Association for Conservation	No		\$30
Metropolitan Museum Journal	No	JSTOR 1968-2005	\$96
Museum Anthropology	Yes	Publisher 1997-	
Museum International	No	Publisher 1997-2009	\$330
Museum Management & Curatorship	No		\$536
Museum Studies	No	JSTOR 1966-2004	\$50
Museums Journal	Yes		
Preservation	Yes		
Total of unsubscribed titles			\$1,238