

SIMON FRASER UNIVERSITY

S.80-33

MEMORANDUM

To Senate

From Senate Committee on Undergraduate Studies

Subject Program Approval - Certificate Program in Public History

Date 1980-03-27

Actions taken by the Senate Committee on Academic Planning at its meeting of March 5, 1980, and by the Senate Committee on Undergraduate Studies at its meeting of March 11, 1980, give rise to the following motion:

MOTION

That Senate approve and recommend approval to the Board of Governors, as set forth in S.80-33, the proposed Certificate Program in Public History including:

- i) Program requirements
- ii) New courses:
 - HIST 301-3 - Heritage Preservation
 - HIST 302-3 - Archives Methods and Uses
 - HIST 303-3 - Museums Method and Use

Although the program was approved, it was agreed that the paper should be redrafted before submission to Senate in order to correct some errors and to provide clarification. Several points were addressed in the discussion. First, it was noted that the department had gained some experience through an initial offering of the proposed courses as special topics and through arranging for work placements without requiring students to register for a practicum course. Second, it was noted that work which a student takes for a certificate may also be credited toward a degree. However, although the program will appeal to some students who are majoring in History and working toward a B.A., it will also be of interest to a good many people employed in the community in positions for which the program would have specific relevance. Third, the question was raised as to why the program had not come forward in the format approved for Co-operative Education. Departmental representatives explained that, although a substantial number of job placements can be found, that number is probably not sufficient to sustain the number of work semesters required for a Co-operative Education program.

To: Senate
Re: Program Approval - Certificate
Program in Public History

1980-03-27

NOTE - Subject to approval of the courses by Senate and the Board, SCUS has waived the time lag requirements in order that HIST 302-3 (Archives Methods and Uses), HIST 303-3 (Museums Methods and Use) may be first offered in the Fall Semester 80-3.

Walter R. Birch

SIMON FRASER UNIVERSITY

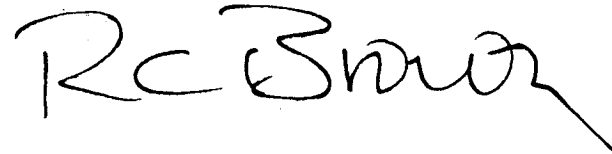
SCUS 80-8

MEMORANDUM

To Mr. H.M. Evans, Secretary
S.C.U.S.
Subject Public History and
Certificate Program in Public History

From R.C. Brown, Dean
Faculty of Arts
Date March 26, 1980

In response to a request from Dan Birch I have consulted with the Department of History and Continuing Studies to make the appropriate changes in the submission from the Department of History regarding Public History. The department wishes the Public History information to be inserted in the calendar entry for their honors, major, and minor students, as options within their regular programs. I have included a sample of the calendar entry. The Certificate Program in Public History is a separate program and will be entered in the Continuing Studies section of the Calendar.



R.C. Brown

Encl.

SR:n1

MEMORANDUM


To	Dr. Wyn Roberts, Chairman	From	H. Johnston
	Faculty of Arts Curriculum Committee		Undergraduate Studies Committee History Department
Subject		Date	January 31, 1980

Attached is the Public History Program approved by the History Department at its meeting of January 17, 1980.

This program was approved following a one year trial during which each of the three courses proposed was taught on an experimental basis under special topics numbers. These courses were taught in the evening by Terry Eastwood, Archivist, Provincial Archives, B.C.; Martin Segger, Director/Curator, Maltwood Art Museum, University of Victoria; and John Adams, Provincial Museums Adviser. One seminar section of each course was open to enrollment and the enrollments were 23, 17, and 16 students. The experiment showed that students wanted instruction in this area and that professionally qualified people could be found who were not just interested, but enthusiastic about taking part.

In connection with the effort to mount these courses, a summer internship program was launched. As a consequence, over 20 students were placed for summer employment with the Vancouver City Archives, the Centennial Museum, the S.F.U. Archives, the Coquitlam Historical Society, the Royal Columbian Hospital Archives, the Burnaby Art Gallery, Heritage Village, the Britannia Mining Museum, the Provincial Museum Train, the Bach Choir Archives, the Steveston Historical Society, the B.C. Sports Hall of Fame, the Provincial Museum, the Delta Museum, and with individual researchers.

This program was conceived and initiated by Professors D.L. Cole and M. Fellman. After a one year trial the Department as a whole saw it as a highly commendable undertaking - both academically viable and a real service to students and to the community.


H. Johnston

HJ/ww
Encl.

cc: Jo Lynne Hoegg
Director Community Education and B.C. Studies Program

OFFICE OF THE DEAN

FEB - 6 1980

FACULTY OF ARTS

SIMON FRASER UNIVERSITY

MEMORANDUM

To Mr. H. Evans
Registrar

From Dr. John S. Chase, Director
Office of Analytical Studies

Subject Certificate Program in
Public History

Date March 7, 1980

At the meeting of the Senate Committee on Academic Planning held on March 5, 1980, approval in-principle was given to the proposed Certificate Program in Public History. Would you please see that this proposal is placed on the Agenda for a future meeting of the Senate Committee on Undergraduate Studies. A memorandum conveying the concerns regarding the Certificate Program expressed by the Senate Committee on Academic Planning is attached.

John
John S. Chase

JSC:dw
att.

SIMON FRASER UNIVERSITY

MEMORANDUM

SCUS 80-8

To Mr. H.M. Evans, Secretary
S.C.U.S.

From Sheila Roberts, Secretary
Faculty of Arts Curriculum Committee

Subject CERTIFICATE PROGRAM IN PUBLIC HISTORY

Date 1980-02-21

The Faculty of Arts Curriculum Committee at its meeting of February 21, 1980 approved the Certificate Program in Public History from the Department of History. Would you please put this item on the agenda of the next meeting of SCUS.

Thank you.

Sheila Roberts

S. Roberts

Attachment

:nl

cc. J. Chase
Secretary S.C.A.P.

SAMPLE CALENDAR PAGELanguage Other Than English

Most graduate schools require some proficiency in one or two languages other than English. Those who contemplate graduate studies in history are advised to include language courses other than English in their programs.

Public History

Courses in this group are designed for general interest and for pre-professional training in the public sector of history - museums, archives, business, labour, ethnic and administrative history work. They are available for majors, minors, honors purposes. In addition to these courses, students who wish a Certificate in Public History should participate in two internships in the Public History Program, unless other approved options are followed, and meet other stated requirements. See Certificate Program in Public History p._____.

Courses

HIST 301-3 Heritage Preservation

HIST 302-3 Archives Methods and Uses

HIST 303-3 Museums Methods and Use

Summer Job Internships

Students in the Program who wish to participate in summer job internships should contact the Program Director. These jobs, in archival, museum and other historical institutions, will be supervised, paid, and non-credit.

The Study of History

HIST 300-3 Approaches to History

examination of the conceptual problems involved in the historians attempt to apprehend the past and its relationship to the present and future. Particular attention will be paid to the nature of historical knowledge and explanation and to the broad systems and patterns in which history has been conceived.

(Lecture/Tutorial)

Prerequisites: Students with credit for this course when it was taught as HIST 190 may not take it for further credit.

PUBLIC HISTORY

HIST 301-3 Heritage Preservation

The course will deal with the historical, social and political aspects of architecture and conservation practices, as well as the integration of historical sites, structures and areas. Both the nature of physical structures, and techniques for their conservation, and the cultural setting of buildings will be analyzed, with particular reference to British Columbia. The course will employ on-site as well as classroom materials.

(Seminar)

Prerequisites: This course is primarily designed for students in the Certificate Program in Public History. Other students will only be admitted with permission of the Department.

HIST 302-3 Archives Methods and Uses

The course will introduce the student to the administration and uses of archives in modern society. It offers students instruction in the use of archival materials, examines current uses of archives by scholars and the community at large, and reflects on the possible future social role of archives. Specific topics will include the history of Canadian archives, archive arrangement and description, records management, information retrieval, acquisition, care of special media, reference service, physical facilities, legal and ethical consideration and questions of professional status and role.

(Seminar)

Prerequisites: This course is primarily designed for students in the Certificate Program in Public History. Other students will only be admitted with permission of the Department.

HIST 303-3 Museums Methods and Use

The course will introduce students to the social functions and the techniques of museum work. Specific topics for discussion will include the history and purposes of museums collections, collection cataloguing and management, conservation techniques, gallery design, educational programming, the organization, management, design and funding of museums and their relationships to museums organizations and governments, the roles and functions of museums professionals

(Seminar)

Prerequisites: This course is primarily designed for students in the Certificate Program in Public History. Other students will only be admitted with permission of the Department.

SOCIAL HISTORY

HIST 310-3 Women and the Family in Modern Europe

An introduction to the history of women and the family in Western Europe (mainly Britain and France) from about 1700 to the end of the British struggle for women's suffrage. Reading will include recent studies as well as primary sources. Attention will be given to methodological problems and conflicting interpretations.

(Lecture/Tutorial)

SENATE COMMITTEE ON UNDERGRADUATE STUDIES

NEW COURSE PROPOSAL FORM

1. Calendar Information

Department History

Abbreviation Code: HIST Course Number: 301 Credit Hours: 3 Vector: 0-3-0

Title of Course: Heritage Preservation

Calendar Description of Course: The course will deal with the historical, social and political aspects of architecture and conservation practices, as well as the integration of historical sites, structures and areas. Both the nature of physical structures, and techniques for their conservation, and the cultural setting of buildings will be analyzed, with particular reference to British Columbia. The course will employ on-site as well as classroom materials.

Nature of Course Seminar

Prerequisites (or special instructions):

This course is primarily designed for students in the Certificate Program in Public History. Other students will only be admitted with permission of the Department. What course (courses), if any, is being dropped from the calendar if this course is approved:

2. Scheduling

How frequently will the course be offered? Once a year

Semester in which the course will first be offered? 81/1

Which of your present faculty would be available to make the proposed offering possible?

3. Objectives of the Course See calendar description

The course is designed to teach principles and techniques of Heritage Preservation.

4. Budgetary and Space Requirements (for information only)

What additional resources will be required in the following areas:

Faculty Sessional instructor

Staff

Library

Audio Visual

Space

Equipment

5. Approval

Date: FEB 1980 Feb 22/80 MAR 11 80

[Signature]
Department Chairman

[Signature]
Dean

[Signature]
Chairman, SCUS

SCUS 73-34b:- (When completing this form, for instructions see Memorandum SCUS 73-34a. Attach course outline).

HERITAGE PRESERVATION COURSE

The course will deal with historical aspects of architecture and conservation practices, the integration of historic sites, structures and areas, utilizing tours and case studies as well as lectures and seminars.

I. Tentative Lecture Series Outline

1. The vocabulary of architecture: structural components, historic periods and styles with emphasis on Canada and British Columbia.
2. The history of architectural conservation. Europe and North America. Philosophy and practice.
3. Architectural Conservation in the Museum context. Philosophy and practice: open air museums, historic sites, museums of the building arts.
4. Building conservation: legal, legislative, and planning framework.
5. Conservation Techniques I, Site Examination and analysis.
(Guest lecture).
6. Conservation Techniques II, Procedures and Methodology.
(Guest lecture).
7. Conservation Techniques III, Common problems: diagnosis and treatment.
(Guest lecture).
8. Interpretation of historic sites and structures.
9. Tour and examination of Gas Town.
10. Tour and examination of Fort Langley.
11. Area Conservation Workshop.
12. Case Studies: Conservation areas and historic sites.
13. Case Studies: historic buildings: restoration, recycling, reconstruction.

TEXTS

Marc Denhez, Heritage Fights Back

Ann Falkner, Without Our Past

SENATE COMMITTEE ON UNDERGRADUATE STUDIES

NEW COURSE PROPOSAL FORM

1. Calendar Information

Department History

Abbreviation Code: HIST Course Number: 302 Credit Hours: 3 Vector: 0-3-C

Title of Course: Archives Methods and Uses

Calendar Description of Course: The course will introduce the student to the administration and uses of archives in modern society. It offers students instruction in the use of archival materials, examines current uses of archives by scholars and the community at large, and reflects on the possible future social role of archives. Specific topics will include the history of Canadian archives, archive arrangement and description, records management, Nature of Course Seminar (information retrieval, acquisition, care of special

Prerequisites (or special instructions): (media, reference service, physical facilities, legal ar
This course is primarily designed for (ethical consideration and questions of profess-
students enrolled in the Certificate Program in Public History. Other students will be (ional status and role,
admitted with permission of the Department.
What course (courses), if any, is being dropped from the calendar if this course is approved:

2. Scheduling

How frequently will the course be offered? Once a year

Semester in which the course will first be offered? 80/3

Which of your present faculty would be available to make the proposed offering possible?

3. Objectives of the Course

See calendar description

4. Budgetary and Space Requirements (for information only)

What additional resources will be required in the following areas:

Faculty Sessional instructor

Staff

Library

Audio Visual

Space

Equipment

5. Approval

Date: 6 Feb 1980 Feb 22/80 MAR 11 '80

A. G. G. G.
Department Chairman

R. C. Brown
Dean

D. R. Birch
Chairman, SCUS

SCUS 73-34b:- (When completing this form, for instructions see Memorandum SCUS 73-34a. Attach course outline).

ARCHIVES METHODS & USE

The aim of this seminar course is to give the student an introduction to what archives are and how archives are administered and used in modern society. The first half of the course will concentrate on study of the principles, terminology and literature of archives administration, including reference to the history of Canadian archives, arrangement and description, records management, information retrieval, acquisition, care of special media, reference service, physical facilities, legal considerations, and questions of professional status and the role of archivists. The second half of the course will offer students instruction in the use of archival materials, examine current uses of archives by scholars and the community at large, and reflect on the future role and use of archives in society.

SEMINARS

Seminar sessions will be three hours long, and will be taken up by lectures, including special guest lectures and panel discussions, audio-visual presentations, and student participation and discussion. At least one visit to an archives will be arranged during term.

READING

The course will have no required text, but a series of readings will be assigned. Students may be asked to purchase a package of photocopied articles and other readings at a nominal charge. Readings will frequently form the basis of classroom discussion.

COURSE ASSIGNMENTS AND EVALUATION

There will be an examination at mid-term on the contents of the first half of the course. The examination will constitute 40% of the final grade. Another 40% of the final grade will be assigned to a student paper or special study project selected in consultation with the instructor. This assignment may be on a topic in either the administration or the use of archives. The remaining 20% of the final grade will be assigned to classroom participation, including one short classroom presentation arising from the student's paper or study project.

* Prerequisite: Archival experience or consent of Department Chairman

SENATE COMMITTEE ON UNDERGRADUATE STUDIES

NEW COURSE PROPOSAL FORM

1. Calendar Information

Department History

Abbreviation Code: HIST Course Number: 303

Credit Hours: 3 Vector: 0-3-0

Title of Course: Museums Method and Use

Calendar Description of Course: The course will introduce students to the social functions and the techniques of museum work. Specific topics for discussion will include the history and purposes of museums collections, collection cataloguing and management, conservation techniques, gallery design, educational programming, the organization, management, design and funding of museums and their relationships to museums organizations and governments, Nature of Course Seminar the roles and functions of museum professionals.

Prerequisites (or special instructions):

This course is primarily designed for students enrolled in the Certificate Program in Public History. Other students will only be admitted with permission of the Department.

What course (courses), if any, is being dropped from the calendar if this course is approved:

2. Scheduling

How frequently will the course be offered? Once a year

Semester in which the course will first be offered? 80/3

Which of your present faculty would be available to make the proposed offering possible?

3. Objectives of the Course

See calendar description

4. Budgetary and Space Requirements (for information only)

What additional resources will be required in the following areas:

Faculty Sessional instructor

Staff

Library

Audio Visual

Space

Equipment

5. Approval

Date: 6 Feb 1980

Feb 22/80

MAR 11 80

[Signature]

Department Chairman

[Signature]

Dean

[Signature]

Chairman, SCUS

*SCUS 73-34b:- (When completing this form, for instructions see Memorandum SCUS 73-34a. Attach course outline).

HISTORY 303 MUSEUMS METHODS AND USE

The course will be geared primarily for those students who have had some prior experience with museums, either through work experience, readings, or visitations. The purpose of the course will be to introduce students to the techniques needed to appreciate museums critically and to use them as aids in their own research. The emphasis will thus be on museology, rather than museography. Nevertheless, the student will be exposed to some "how to" material, although it is understood that the student wishing to learn in detail such things as how to catalogue museum artifacts, how to employ conservation techniques, and so on, will gain these from further study (such as from the seminar programme offered by the Provincial Museums Advisor, or the training programme offered each year by the B.C. Museums Association in conjunction with its Fall Conference), or from work experience.

The basis of the course will be the weekly seminars, each consisting of two one hour and twenty minute sessions punctuated by a break of approximately twenty minutes. Guest lecturers will be present whenever available to give greater detail of subject matter in certain key areas such as gallery design, education, conservation, collections management and research, and to expose the students to a wide range of museum professionals. There will be ongoing, as well as a suggested weekly reading schedule.

There will be a final written examination combining both objective and subjective questions. Besides that, during the term, each student will be required to prepare a written paper reviewing a Lower Mainland history gallery or exhibition, and the papers will be critically discussed by the class.

On the reverse side is a tentative course outline.

* Please note: Course materials will cost approximately \$60.00

HISTORY 303

TENTATIVE COURSE OUTLINE FOR FALL '79

- September 11 Introduction to museum methods and use - Mr. John Adams
(a) general principles: definitions of museology and museography
(b) history and purpose of museum collections
(c) nature of museum work
Synopsis of Summer Museum Internships
- September 18 Gallery reviews (Introduction to term projects)
"Collections Management" - Dr. D. T. Gallacher (B.C.P.M.)
- September 25 "Ironbridge: Its Role in Industrial Archaeology in Britain"
- Mr. Neil Cossons (Director, Ironbridge Gorge Museum)
- October 2 Collection research: general principles - Mr. John Adams
: a "how to" session based on research for academic, personal, and museum use
- Mr. Warren F. Sommer (Langley Centennial Museum and National Exhibition Centre)
- October 9 Preservation, care and handling of collections - Ms. Maggie Graham-Bell
(B.C.P.M.)
- October 16 Gallery reviews
Museum exhibitions: general principles - Mr. John Adams
- October 23 Gallery reviews
The relationship between archival research and field research and collecting in the development and interpretation of material history collections in museums - Mr. Robb Watt
(Vancouver Centennial Museum)
- October 30 Gallery reviews
Museum exhibits: principles of design, communication, and interpretation - Guest lecturer
- November 6 Gallery reviews
Museum education - Ms. Bev MacPherson (Vancouver Centennial Museum)
- November 13 Gallery reviews
Organization and management of museums - Mr. John Adams
- November 20 Museum architecture - Guest lecturer
Museum funding - Mr. John Adams
- November 27 Current trends in museums
Government policies affecting museums
Museum organizations
- December 4 Final session

SIMON FRASER UNIVERSITY

MEMORANDUM

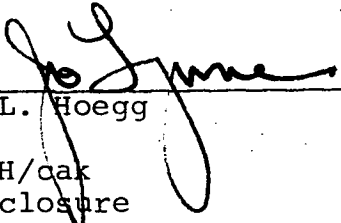
To..... Dr. R.C. Brown, Dean of Arts

From..... Jo Lynne Hoegg, Director
Community Education
Continuing Studies

Subject..... Redraft of Proposal for the
Certificate Program in Public
History

Date..... March 20, 1980

Following the March 5th meeting of the Senate Committee on Academic Planning, at which approval-in-principle was given to the Certificate Program in Public History, John Chase, in a memorandum to Michael Fellman, indicated the Committee's suggestion that prior to submission to Senate and UCBC the program proposal incorporate a stronger rationale. In response to that memo the enclosed redraft, reviewed and approved by Doug Cole, has been prepared. If satisfactory, perhaps the proposal could still be included on the April Senate agenda.



J.L. Hoegg

JLH/oak
Enclosure

cc: D.R. Birch
J.P. Blaney
W. Cleveland
D.L. Cole
J.S. Chase
M. Fellman

OFFICE OF THE DEAN

MAR 21 1980

FACULTY OF ARTS

THE CERTIFICATE PROGRAM IN PUBLIC HISTORY

The proposed Certificate Program in Public History is an initiative in community education in historical study as it is practiced in non-academic settings--in museums, archives, government agencies, cultural societies, conservation authorities, businesses, families, and other public and private institutions. The field is an established one in which strong traditions in scholarly, professional, applied, and avocational activities flourish. It is also one in which new academic programs for professional public historians are being developed and where employment opportunities look promising.

In this community, the Certificate Program is responding to demonstrated interest in public history instruction. Three courses offered by the History Department in heritage conservation, archives methods, and museums use, taught on an experimental basis as special topics, enrolled 56 students last academic year. A summer internship program organized in connection with the courses placed more than 20 students in 14 local institutions and with individual researchers. Community-based professionals welcomed the program and participated in it with enthusiasm.

As a course of study, the Certificate Program is directed toward people working in a field who may not have a university degree or may have one in another discipline; it offers them an opportunity not currently available elsewhere for ordered and sequential study based academically in the University's undergraduate courses in Canadian and public history. The public history courses themselves are designed to meet the requirements of general education and interest, as well as to provide some pre-professional training.

Pedagogically, the program is interdisciplinary: it combines core courses in history with optional ones in related disciplines, and it recognizes the importance of applied skills by requiring appropriate work experience, internship in the Public History Program, or

completion of a special project. It also offers opportunities for students to participate in credit-free academic and professional events. The Certificate Program does not duplicate the Masters Degree Program in Archival History at the University of British Columbia although its undergraduate courses prepare students for advanced study. During the program planning process, consultations were held with the Director of the School of Librarianship, the University Archivist, and the History Department at the University of British Columbia, and with the History Department at the University of Victoria.

Credits earned in the Certificate Program may also be applied toward a bachelor's degree.

Admission Requirements

Current University entrance requirements apply, as outlined in the University Calendar.

Program Requirements

Twenty-four credit hours, and acceptable work experience (^{NORMALLY} ~~usually~~ two to three years or more) or an internship are required for completion of the program. Credit course requirements fall into two groups: 1) core courses, and 2) optional courses. Four core courses and four optional courses are required.

Students must take at least six of the eight courses required for the Certificate in Public History at Simon Fraser University (at least 18 credit hours). Credit for a maximum of two courses of comparable content and level may be transferred from previous university/college study towards the requirements of the program upon recommendation of the department.

CurriculumCore courses

Hist. 102-3 Canada Since Confederation

Hist. 201-3 The History of Western Canada

Hist. 301-3* Heritage Preservation

The course deals with the historical, social and political aspects of architecture and conservation practices, as well as the integration of historical sites, structures and areas. The nature of physical structures, techniques for their conservation, and the cultural setting of buildings will be analyzed, with particular reference to British Columbia. The course uses on-site as well as classroom materials.

and either

Hist. 302-3* Archival Methods and Use

The course introduces the student to the administration and uses of archives in modern society. It offers students instruction in the use of archival materials, examines current uses of archives by scholars and the community at large, and reflects on the possible future social role of archives. Specific topics include the history of Canadian archives, archive arrangement and description, records management, information retrieval, acquisition, care of special media, reference service, physical facilities, legal and ethical consideration, and questions of professional status and role.

or

Hist. 303-3* Museums Methods and Use

The course introduces students to the social functions and the techniques of museum work. Specific topics for discussion include the history and purposes of museums collections, collection cataloguing and management, design and funding of museums and their relationships to museums organizations and governments, the roles and functions of museums professionals.

* New public history course.

For Hist. read HIST

Optional courses

At least four courses (one of which must be History) totalling at least twelve credits are required.

- Hist. 385-3 Canadian and B.C. Art
- Hist. 432-3 The Canadian West
- Hist. 424-3 Problems in the Cultural History of Canada
- Hist. 428-3 Problems in the Social and Economic History of Canada
- Hist. 434-3 The History of Native People in Canada
- Arc. 223-3 The Prehistory of Canada
- Arc. 301-2 Prehistoric and Primitive Art
- Arc. 372-5 Archaeology Laboratory Techniques
- Cmns. 361-4 Documentary Research in Communications
- Cmns. 362-4 Field Methods in Communication Research
- Econ. 101-3 The Canadian Economy
- Econ. 201-3 The Economy of British Columbia
- FPA 116-6 The Arts in Context, North American Styles
- Geog. 141-3 Social Geography
- Geog. 344-3 Geography of Modern Industrial Societies
- Geog. 346-3 Geography of Contemporary Industrial Societies
- Geog. 375-3 Historical Geography I
- Ling. 230-3 Amerindian I

To fulfill the optional course requirement, students may, upon the recommendation of the Program Steering Committee, select a course not included among listed options, but with content appropriate to the program. *SOME STUDENTS MAY WISH TO TAKE BOTH HIST 301-3 AND HIST 303-3.*

Community Experience

Also required for Certificate completion is appropriate documented work experience, e.g., employment or substantial volunteer work in an historical institution, or participation in the Public History Internship, or completion of a special project. Students in the program who wish to participate in summer job internships should contact the Program Director. These jobs in archival, museum and other institutions will be supervised, paid, and non-credit.

Non-Credit component

The program offers non-credit seminars and lectures complementing the course of study in Public History, which are strongly recommended for all students. These include lectures by visiting historians from non-academic settings as well as seminars addressing topics relevant to the program but not included among credit offerings. Writing improvement, legal research, and communication media skills are examples.

Program Management

The program will be advised by a Steering Committee composed of representatives from the Department of History and Continuing Studies, appropriate professionals in the community, with a Chairman from the History Department appointed by the Vice-President, Academic. Recommendations for the award of the Certificate will be made through this Committee to the Faculty of Arts Curriculum Committee.

MEMORANDUM

Senate Committee on Academic
Planning

Subject Re: Budget for Certificate
Program in Public History

From Dr. John S. Chase
Secretary, SCAP
Date February 29, 1980

The proposed budget for the certificate program in Public History will consist of the following items:

(1) 4 sessional instructors per year	\$10,000
(2) Publicity and distribution	1,000
(3) Room, board, travel for sessional instructors	<u>2,500</u>
TOTAL	\$13,500

Each of three sessional instructors will have responsibility for teaching one of the three courses associated with the program. The fourth sessional instructor will be hired to relieve the Director of the program of one course per year.

The sessional instructors who will be teaching the courses are located in Victoria. Room, board and travel funds are for purposes of meeting their expenses to and from Victoria.

John S. Chase
John S. Chase

JSC:dw