

CHARTER and BYLAWS
MUSEUM STUDIES GRADUATE CERTIFICATE PROGRAM
University of Wisconsin-Milwaukee/Milwaukee Public Museum

*This Charter and Bylaws document was approved by the Museum Studies Graduate Certificate Program (MSGCP) Advisory Board at a meeting of the Board on **February 2, 2018** and by the College of Letters and Science Academic Planning and Governance Committee on **February 13, 2019** and shall be considered current and valid until superseded by a more recently approved version. Procedures for amendment are described in Section "IX Process for Amending the MSGCP Charter and Bylaws."*

The MSGCP is managed in accordance with the requirements and guidelines described in the most current version of the UWM Graduate Faculty Council Document No. 1357 "Policies and Procedures for the Development, Structure, and Administration of Graduate Certificate Programs."

Regular reviews of the MSGCP are conducted in accordance with the most current version of the UWM Graduate Faculty Council Document No. 1360 "Review of Graduate Certificates."

I. Museum Studies Graduate Certificate Program Mission and Learning Outcomes

The mission of the program is to provide, in a museum environment, the basic scholarship and functional training to equip students with the skills necessary to assume professional entry-level positions in museums and similar institutions, including: galleries, archives, historical societies, and sites.

The Smithsonian Center for Learning and Digital Access describes four broad areas of competency for museum professionals derived from the International Council of Museums (ICOM) Curricula Guidelines for Museum Professional Development: institutional management, information and collections management, public programming, and general museology. The MCSP curriculum aligns with these areas. Students who complete the program will:

1. Have the capacity to apply the fundamental principles of museum professional practice.
2. Understand how the history and theory of museums informs current museum practice.
3. Be aware of how professional museum standards should inform the administration and organization of museums
4. Know the standards of current best practices in the management and curation of museum collections.
5. Appreciate the importance of a visitor-centered approach to developing museum public programming.

II. Description of the Program

The Museum Studies Program was established in 1963 as a cooperative venture between the University of Wisconsin-Milwaukee (UWM) and the Milwaukee Public Museum (MPM). The program is listed and administered through the Anthropology Department at UWM and taught largely off-campus at the MPM

by museum staff members and adjunct curators (see *Memorandum of Understanding and Academic Support Service Agreement (MOU)* between UWM and MPM in the Appendix for a description of the conditions of this relationship). Courses that meet elective requirements are taught on-campus by UWM faculty members and instructors. The program is broad-based and any UWM graduate student may apply. Students in the program come from a wide variety of disciplines, including anthropology, public history, library science, art history, education, geology, and the biological sciences.

Designed to compliment a student's graduate degree, the certificate requires each student to have a firm footing in their academic field upon which to build the museum studies elements of the program, including: 1) the intellectual history and philosophical foundations of contemporary issues; 2) museum administration and organization; 3) collections management including preventive conservation, data management, as well as curation and interpretation; and 4) public programming within the context of the visitor experience.

The program stresses professional museum standards, leadership, and ethics as well as proper care and interpretation of collections while providing the opportunity for the development of expertise and special skills. The program is designed to be practical, hands-on, and to closely approximate real-life experience with core courses taught on the site of a major museum by the museum staff and/or adjunct curators.

Regular individual academic advising and career planning are important features of the program.

Graduates of the program have assumed responsibilities in museums and related institutions across the country as directors, curators, collections managers, registrars, educators, and more.

III. Resource Allocation

The MSGCP's annual instructional budget is described in a regularly updated MOU signed by the UWM Provost and Dean of L&S and the President and CEO of the MPM (see appendix).

The UWM Co-Coordinator is compensated through reassignment of teaching load totaling 1 three-credit course per academic year. The MPM Co-Coordinator is compensated by the MPM at the discretion of the MPM Senior Vice President and Academic Dean in consultation with the MPM President and CEO.

One Graduate Teaching Assistant is supported (stipend and tuition and fee waiver) by the UWM Graduate School, and one Mildred Ritzenthaler Memorial Scholarship is awarded each year, providing \$600 of support to an MSGCP student enrolled in an anthropology graduate degree program with a thesis project focused on an MPM collection/program.

IV. Program Residence, Oversight, and Curriculum

The MSGCP is interdisciplinary, with required and elective coursework potentially drawn from several UWM colleges. However, a preponderance of instruction is situated in the College of Letters and Science (L&S), and all core courses are taught through the Department of Anthropology.

Funds for graduate student support (assistantships and the Mildred Ritzenthaler Memorial Scholarship) reside in the Department of Anthropology. Thus, decisions regarding student support and curriculum delivery ultimately reside in the Anthropology Department, and the Dean of L&S is its chief oversight officer.

The MSGCP Advisory Board acts only in an advisory capacity primarily on curriculum planning issues and program assessment and oversight. Curriculum planning (from changes to the curriculum to the scheduling and delivery of core and elective courses) falls under the oversight of the Chairs and the Curriculum and Graduate Program Committees of UWM home departments (effectively the Department of Anthropology) at the behest and in consultation with the MSGCP Co-ordinators. Copies of all core course syllabi are retained on file in the Department of Anthropology and adhere to the most current UWM "Uniform Syllabus Policy" (UWM Faculty Document No. 1895R5)

V. MSGCP Affiliate Members

V. A. Membership as an MSGCP Affiliate

Eligible MSGCP Affiliates include any UWM tenured or tenure-track faculty members or teaching academic staff and MPM full-time professional staff members who are interested in issues related to museums and museum studies. Designated MSGCP Affiliates may participate fully and equally in Advisory Board meetings, but they may not vote (see MSGCP Advisory Board and Bylaws sections below for further details regarding voting procedures).

V. B. Role of the MSGCP Affiliates

- Teach courses included in the MSGCP curriculum (see UWM Graduate School Catalog).
- Recruit and advise MSGCP students.
- Chair and/or serve on thesis committees of students in the MSGCP.
- Recommend academic program policy and procedures to the MSGCP Advisory Board.
- Nominate new Affiliates (interested individuals may also self-nominate).
- Nominate MSGCP Affiliates to serve on the MSGCP Advisory Board.

V. C. Participation in the MSGCP as an Affiliate

Regarding those who teach the MSGCP core courses, instructors of record are granted Affiliate status and may retain that status indefinitely on the basis of scholarship, teaching, or service activities, or other indications of interests relevant to the MSGCP as long as they retain their affiliations with UWM and/or the MPM as described in Section V. A. above.

Individuals may request designation as an MSGCP Affiliate either for oneself or on behalf of others who have confirmed in writing their interest in becoming an Affiliate. The request may be submitted to the MSGCP Advisory Board in either of two ways: (1) in person at a meeting of the Board; or (2) in writing through a letter sent to the Co-Coordinators, who shall bring the request to the next scheduled meeting of the Board. These requests will be evaluated on the basis of scholarship, teaching, or service activities, or other indications of interests relevant to the MSGCP. Affiliates will retain their affiliate status for as long as they continue to meet the conditions described directly above. MSGCP Affiliates may attend Advisory Board meetings but do not have a vote on Board actions.

VI. MSP Co-Coordinators and Graduate Assistant

VI. A. Description of Co-Coordinator Positions

The MSGCP Co-Coordinators are an Anthropology Department faculty member and program affiliate and a MPM staff member and program affiliate appointed at the sole discretion of the UWM Dean of the College of Letters & Science (L&S) and the MPM Senior Vice President and Academic Dean, respectively.

VI. B. Duties of the MSGCP Co-Coordinators:

The responsibilities of the MSGCP Co-Coordinators include, but may not be limited to, the following:

- Advocate for the program and serve as liaisons to the UWM Dean of L&S and MPM Academic Dean.
- Chair MSGCP Advisory Board meetings and ensure that the Board's business is conducted in an orderly and efficient manner following Robert's Rules of Order.
- Conduct strategic planning, program review, and program assessment with the support of Advisory Board members.
- Administer and process program applications and consult with home departments on student acceptance into and progress through the program.

- Nominate and supervise the Teaching Assistant.
- Nominate students for the Mildred Ritzenthaler Memorial Scholarship
- Conduct assessment of student program learning outcomes (see program Assessment below)
- Monitor currency of the MSGCP Charter and Bylaws and propose amendments as needed.

In addition to the above duties, the UWM Co-Coordinator has the following responsibilities:

- Collaborate with UWM Departments on curriculum development and course/instructional assessment.
- Collaborate with UWM Department Chairs and the MPM Academic Dean on course scheduling.
- Serve as the instructor of record for credit-earning 150-hour internships for Anthro 724 "Internship in Museum Studies."
- Review and collaborate in the development of the instructional budget as described in the MOU (see appendix) with the Dean of L&S and Department of Anthropology Chair.

VI. C. Description and Duties of the MSGCP Teaching Assistant (TA)

The MSGCP TA is awarded to one MSGCP student each year. This appointment generally is made for the year following the student's completion of the core courses (typically in the third year of their academic home program). The primary responsibilities of the MSGCP TA are to support the delivery of the core curriculum (two courses each semester) and other duties including:

- Maintaining office hours, attending classes, preparing course materials, setting up equipment, leading exam review sessions, confirming speakers, facilitating correspondence with students, and assisting with assignments for core courses, with the exception of Anthro 724.
- Facilitating student access to museum collections for course-related research and/or public programs.
- Assisting in the maintenance and updating of the MSGCP website and social media tools (currently Facebook and LinkedIn).
- Maintaining and updating the class papers and projects cabinets at the MPM and the exhibit cabinet in Sabin Hall at UWM, as needed.
- Recording the minutes of Advisory Board meetings.

VII. MSGCP Advisory Board and Bylaws

The MSGCP is governed by an Advisory Board composed of MSGCP Affiliates. The Advisory Board's responsibilities and powers are limited to those described below, and all Board business is conducted during Board meetings as described below. No other board, committee, body, or individual at either the UWM or MPM may make decisions regarding the governance of the MSGCP outside of the conditions and processes described in the following bylaws.

VII. A. Composition of the MSGCP Advisory Board:

VII. A. 1. Voting Members (while maintaining an odd membership number):

- UWM Anthropology Department Chair and designee (or two designees).
- MPM Senior Vice President and Academic Dean, or designee.
- UWM Public History Program Director or designee
- One to five non-designated Program Affiliates subject to approval by the UWM Dean of L&S or the MPM Academic Dean as applicable.

VII. A. 2. Non-Voting Members:

- MSGCP Co-Coordination (one each from UWM and MPM, one of whom serves as the chair of the Advisory Board).
- Dean of the UWM College of Letters and Science, or designee, at her/his discretion.
- Dean of the UWM Graduate School, or designee, at her/his discretion.

- MPM President and CEO, or designee, at her/his discretion.
- The MSGCP Teaching Assistant.
- Up to 2 additional currently-enrolled UWM MSGCP students (one of whom will be an officer of the Student Museology Association for Undergraduates and Graduates [SMAUG] designated through a process to be determined by SMAUG).

VII. A. 3. Chair of the MSGCP Advisory Board:

One of the MSGCP Co-Coordinators serves as the Chair of the MSGCP Advisory Board as determined by the Co-Coordinators. If the Co-Coordinators cannot come to agreement, a simple majority vote of the Advisory Board present and voting at a scheduled Advisory Board meeting shall be determinative.

VII. B. MSGCP Advisory Board Bylaws

VII B. 1. Appointment, Responsibilities, and Powers of the MSGCP Advisory Board:

VII. B. 1-a. Appointment to the MSGCP Advisory Board:

Appointment of non-designated members and non-voting members is made through a simple majority vote of the board members present and voting, subject to confirmation by the Dean of L&S or MPM Academic Dean, as applicable. Except for the two non-voting student members and TA, all non-designated members serve three-year appointments that may be renewed indefinitely. Renewal of non-designated member status is also determined by a simple majority vote of the board members present and voting. Designated members serve at the sole discretion of the designee and may serve indefinitely. The two non-voting student members may serve as long as they are enrolled in a UWM degree-granting program. The MSGCP TA serves for the academic year of their assistantship award.

Termination of Board non-designated member appointments may be made, after written notification from the Co-Coordinators and consideration at a board meeting, by a two-thirds majority of those present and voting at the subsequent board meeting. Termination of designated members may be made following the procedure described above except that termination is subject to approval of the UWM Dean of L&S or the MPM Academic Dean, as appropriate.

VII B. 1-b. Responsibilities of the MSGCP Advisory Board:

As a body, the Advisory Board's responsibilities are limited primarily their advisory role in program planning and assessment as described above and to governance of the Board itself (including Charter and Bylaws amendment) and include: 1) appointment and termination of non-designated Board Members and recommendation to appoint or terminate designated Board Members; and 2) appointment of Program Affiliates.

The Board is not responsible for delivery of the program's curriculum or for any decisions related to the employment, course assignments, or review of the UWM and/or MPM faculty and instructors who deliver the curriculum. The responsible parties for these issues are either described in the MOU (see appendix) or these issues are the responsibility of the UWM home departments of the courses and instructors (effectively the Department of Anthropology Chair and Curriculum and Graduate Program Committees for all core courses).

Every Board member is responsible for attending Board meetings, serving on ad hoc committees and teams where appropriate, voting or abstaining from voting on Board business, and attending MSGCP events/programs.

VII B. 1-c. Powers of the MSGCP Advisory Board:

- Recommending to the UWM Dean of L&S and MPM Academic Dean amendments to the MSGCP Charter and Bylaws document by a two-thirds majority vote of those present.

- Appointing/Reappointing non-designated Advisory Board members by a simple majority vote of those present and voting, and terminating, if appropriate, the appointment of non-designated Advisory Board members by a two-thirds majority vote of those present and voting.
- Recommending termination of designated Advisory Board members by a two-thirds majority vote of those present and voting.
- Granting affiliate status by a simple majority vote of those present and voting.
- Advising Program Co-Coordinators during committee meetings or through voluntary work on ad hoc committees on matters relating to:
 1. Curriculum planning
 2. Strategic planning;
 3. Student recruitment;
 4. Program review;
 5. Resource development.

VII. B. 2. MSGCP Advisory Board Meetings

VII. B. 2-a. Board Member Attendance:

The MSGCP Advisory Board meets twice yearly (typically in December and May) and may have additional meetings as warranted. Attendance at all board meetings is required of all members and an agenda is circulated via email at least 5 business days in advance of meetings.

VII. B. 2-b. Voting:

All MSGCP business is conducted and decisions made by either a simple majority vote or two-thirds vote as described above. Votes may be cast only by the present voting members of the MSGCP Advisory Board, as described above. The results of all votes go into effect immediately upon passage, unless otherwise specified..

VII B. 2-c. Standing Committees:

There are no MSGCP Advisory Board standing committees. Standing committees (such as a Program Assessment Committee) may be constituted as needed. The constitution of any standing committees will be reflected in this document and will follow the procedures for Charter and Bylaws amendment described below.

VII. B. 2-d. Ad Hoc Committees and Teams:

Most MSGCP business will be conducted by the Co-coordinators and the MSGCP Graduate Assistant under the direction of the Co-Coordinators. The formation of Ad Hoc Committees and Teams will be at the discretion of the Co-Coordinators and will be announced at the Advisory Board meeting following the formation of such bodies. The participation of others (Program Affiliates, students, museum professionals, and interested members of the public) is voluntary and at the discretion of the Co-Coordinators.

VII B. 3. Conduct of MSGCP Advisory Board Business

VII B. 3-a. Compliance with Wisconsin "Open Meetings" Law:

Standing faculty committees and standing academic staff committees are "governmental bodies" and are, therefore, subject to the provisions of the law. This means that the date, time, place, and agenda (including closed sessions) for each committee meeting are filed with UWM News Services at the following URL: www4.uwm.edu/news/media/meetings/add.cfm

VII B. 3-b. Roberts Rules of Order:

UWM's governance committees are conducted per Roberts Rules of Order as described in UWM Faculty Standing Committee Information documents.

VII B. 3-c. Minutes:

Within 1 month of an Advisory Board meeting, written minutes will be provided to all voting and non-voting committee members and Program Affiliates.

VII B. 3-d. Reports:

The MSGCP Co-Coordinators will write an annual report summarizing the MSGCP's annual activities, Advisory Board's decisions, and planning efforts by 30 June of each year. Annual reports will include: 1) the names and contact information of voting and non-voting Board members; 2) the contact information and changes to the list of program Affiliates; 3) enrollment figures for all core courses for the current and 2 preceding academic years; 4) a list of institutions that hosted student internships during that academic year; 5) a list of museum focused theses completed by MSGCP students during that academic year (including the student's name, department, thesis advisor, and title of thesis); 6) a list of students who finish the MSGCP requirements that academic year; 7) a list of awards, publications, and other high profile activities of Program Affiliates and students enrolled that academic year; and 8) a description of any strategic planning, grantsmanship efforts, or other projects/activities undertaken in support of the program during that academic year. Annual Reports will be distributed via email to all voting and non-voting committee members and Program Affiliates as well as to the Department of Anthropology Chair, UW-M Dean of L&S, and the MPM Academic Dean and President and CEO. No other reports except as required by funding/granting agencies are compiled by the Advisory Board.

VIII. Program Assessment

MSGCP Co-Coordinators will conduct annual assessments of the program to determine if the five learning outcomes of the program (see page one of this document) are being met. They will also administer incoming and outgoing student surveys in order to gather student assessment of the quality and value of the program.

The process used to measure program learning outcomes is centered on the evaluation of a student capstone portfolio course assignment. Each of the Co-Coordinators will independently undertake their evaluation of every student who completes the program requirements. The evaluation tool requires Co-Coordinators to rank students on a numerical scale of 1 to 10 points based on how well their capstone portfolio demonstrates their understanding of each of the program learning outcomes. The numerical evaluation of each of the Co-Coordinators are combined for a maximum score of 100 points. The high, low, and average scores will be reported to the Advisory Board without identifying students by name and the UWM Co-Coordinator will enter the results of the assessments into the UWM WEAVE system.

NOTE: The evaluation undertaken by the Co-Coordinators will take place independently of the course instructor's evaluation of the assignment in the course and will not be factored into the grading of the assignment by the instructor nor in the calculation of the course final grade.

Assessment of instruction of core courses is the responsibility of home departments (effectively the Department of Anthropology). The results of student and peer course evaluation will be promptly communicated to the Co-Coordinators.

IX. Process for Amending the MSGCP Charter and Bylaws

Amendments to this Charter and Bylaws may be introduced by any Program Affiliate or MSGCP Advisory Board Member at an Advisory Board meeting. The Co-coordinators must circulate the proposed amendment to the Charter and Bylaws to all voting and non-voting members of the Advisory Board and Program Affiliates at least one month prior to the board meeting at which a vote will be taken by secret ballot. Proposed amendments must be approved by a two-thirds majority of the Advisory Board Members present and voting at the meeting and will be forwarded to the UWM College of Letters and Science Academic Planning and Governance Committee for approval (see section "VII. B. 2-a. Voting" above for further details regarding voting procedures).